



BPAG 09/01/2011

# City of Tulsa Special Event Permit Application

## Summary of Event

Event Title: Route 66 PatriotFest Cruise Date of Event: May 27th, 2017  
 Event Location: 12150 E. 11th ST to 4261 Southwest Blvd. Council District: 2, 3, 5, 6  
 Event Description: Route 66 Car Cruise Event **(Submit Flyer or Brochure in Electronic Format)**  
 Event Sponsors: Tulsa City Council, City of Tulsa, and Route 66 Mainstreet  
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 800-1700 Per Day: 800-1700

## Event Organizer Information

Organizing Agency: Tulsa City Council Web Address: www.tulsacouncil.org  
 Agency Contact: Tulsa City Council Email Address: dist2@tulsacouncil.org  
 On-Site Contact: Jeannie Cue/John Fothergill On-Site Phone: 9184066313 or 9186882323  
 Billing Contact: Tulsa City Council Billing Phone: 9184066313  
 Billing Address: 175 E. 2nd St., 4th Floor Tulsa, OK 74103

Agency Status: Profit  Non-Profit  Fundraiser? / What cause: Promotion of Route 66

## Site Plan and Route Map

**Event Set-up:** Date: 05/27/2017 Day of Week: Saturday Time: 0730  
 Street Closing for Set-up, Stages, Tents, etc.: Date: NA Time: NA  
 Street(s) to be Closed: Staging for event will be in the parking lot at East Central High School  
 (Submit a Site Map in CAD/Electronic Format)

**Event Opens:** Date: 05/27/2017 Day of Week: Saturday Time: 0730  
 Street Closing for Race, Parade, Festival, etc.: Date: 05/27/2017 Time: 0800  
 Street(s) to be Closed: See attached map. Police escort for dignitaries and others will follow the rules of the road  
 (Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: Registration at 0730, escort begins at 0800

Daily Festival or Street Party Times: In conjunction w/Route 66 PatriotFest (0900-1500)

Road Race Service Co. and Phone: NA

**Event Closes:** Date: 05/27/2017 Day of Week: Saturday Time: 0930  
 Street Opening: Date: 05/27/2017 Day of Week: Saturday (Escort) Time: 0830-0930  
**Event Dismantle:** Date: NA Day of Week: NA Time: NA  
 Street Opening: Date: NA Day of Week: NA Time: NA

***Secondary Permit Requirements***

Yes  No  Is this an Open Air Event?     Public Property     Private Property     Parking Lot  
 Yes  No  Alcohol or Beer On-Site?     Alcohol Sales     Beer Sales     Free Beverages  
 Yes  No  Concessionaires On-Site?    Number of Food Vendors: \_\_\_\_\_ Number of Item Vendors: \_\_\_\_\_  
 Yes  No  Food Preparation On-Site?     Charcoal     Electric     Gas  
 Yes  No  Tents or Stages On-Site?    If yes, what sizes: \_\_\_\_\_  
 Yes  No  Other Structures On-Site?    If yes, please explain: \_\_\_\_\_  
 Yes  No  Using a City or River Park?    Name and location: \_\_\_\_\_

***Security, Medical, Traffic, and Parking Plans***

Yes  No  Security or Police On-Site?    Agency and Phone: TPD Special Events, 9185866054  
 If yes, please describe or provide an attachment of your plan: TPD Operational Plan

Yes  No  Medical First Aid On-Site?    Agency and Phone: \_\_\_\_\_  
 If yes, please describe or provide an attachment of your plan: \_\_\_\_\_  
TPD will have contact with EMSA should anything occur

Yes  No  Using Barricade Company?    Agency and Phone: \_\_\_\_\_  
 If yes, the Barricade Co. providing equipment for the street closure must submit the plan in CAD/Electronic Format.  
 Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Yes  No  Is there Parking Available?    If yes, please describe or provide an attachment of your plan: \_\_\_\_\_  
East Central High School

Yes  No  Is there Disabled Parking?    If yes, please describe or provide an attachment of your plan: \_\_\_\_\_  
East Central High School

Yes  No  Using a Shuttle Service?    If yes, please describe or provide an attachment of your plan: \_\_\_\_\_

***Other Related Activities and Information***

Yes  No  Entertainment On-Site?     Live Music     Recorded Music     Dancing  
 Fireworks     Inflatables     Animals     Other (specify): \_\_\_\_\_

Yes  No  Sound Amplification?    Setup Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Yes  No  Certificate of Insurance?    Agency and Phone: \_\_\_\_\_  
 If yes, submit certificate. If no, please explain: \_\_\_\_\_

Yes  No  Portable Rest Rooms?    Agency and Phone: \_\_\_\_\_

Number of Portable Rest Rooms: \_\_\_\_\_ Number of Disability Accessible Portable Rest Rooms: \_\_\_\_\_

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Mitigation of Impact**

Please describe your plan for cleanup and removal of waste and garbage during and after your event: \_\_\_\_\_

Event volunteers will clean up after the cruise \_\_\_\_\_

Number of Trash Receptacles: 2 Number of Dumpsters: \_\_\_\_\_ Number of Recycling Containers: \_\_\_\_\_

Yes  No  Using a Sanitation Service? Agency and Phone: \_\_\_\_\_

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Yes  No  Have you presented your event concept to the affected residents, businesses, churches, and schools?

If yes, please attach a complete list of these entities. If no, please explain: Outside of asking permission to use East Central HS parking lot, no other entities are affected other than greater than normal traffic flow for cruise

Yes  No  Do you have a sample of the notice that you propose to distribute **two weeks prior to your event?**

If yes, please attach in an electronic format. If no, please explain: \_\_\_\_\_

Yes  No  Other Information? \_\_\_\_\_

**Affidavit of Applicant**

Tulsa Police officers and public safety services, and traffic-control signage and barricades will be required for street closings, traffic/crowd control, and security. The Organizing Agency has the responsibility to be aware of and comply with City Ordinances and Regulations including, but not limited to, Curfew Ordinance, City/County Public Health Regulations, and Police/Park Public Safety Requirements. An application approval does not imply City sponsorship. Review the instructions for further information in reference to Special Events. I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event. I further certify that I, on the behalf of the Organizing Agency, am also authorized to commit that agency, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Tulsa and Police Department. Any omissions will delay the process.

Print Name: Jeannie Cue Signature:  Date: 03/24/2017

Mail to: **Special Event Coordinating Committee**, 175 East 2nd Street, Suite 590, Tulsa, Oklahoma 74103

Or Email to: [sbain@cityoftulsa.org](mailto:sbain@cityoftulsa.org). Your electronic submission will serve as your electronic signature.

**For City of Tulsa Special Event Coordinating Committee Use Only**

Date received: 03.24.2017 Date routed: 05.11.2017 Date for review: 05.24.2017

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 05.23.2017. If any problems are resolved or not resolved by that time, a copy of this application and brief memo stating the solution or reason for the objection should be submitted to: Special Event Coordinating Committee, 175 East 2nd Street, Ste 590 OK 74103. For further information or discussion, contact the City of Tulsa Office of Special Events at 918.576.5636. Fax 918.699.3602.

Special Event Coordinating Committee Recommendation: Pending  Yes  No : \_\_\_\_\_

Date routed to Mayor: \_\_\_\_\_ Mayor's Recommendation: Yes  No : \_\_\_\_\_

Date routed to Council: \_\_\_\_\_ City Council Approval: Yes  No : \_\_\_\_\_

Comments: Map attached 05.11.2017.





# Tulsa Historic Route 66 Memorial Day Cruise

13 Mile Cruise

East Central High School (Start)

Crystal City Shopping Center (Finish)

