



BPAG 09/01/2011

# City of Tulsa Special Event Permit Application

## Summary of Event

Event Title: Tulsa Balloon Festival Date of Event: 6.14.17-6.18.17  
 Event Location: Land to S/W of 41st and 129th E Ave Council District: District 7  
 Event Description: Hot Air Balloon Event (Submit Flyer or Brochure in Electronic Format)  
 Event Sponsors: Coca-Cola, Reasor's, QuikTrip, SMG, Wonder Bread, Ottoway Amusements,  
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 22,500 Per Day: 4,500 AVG

## Event Organizer Information

Organizing Agency: Tulsa Balloon Festival LLC Web Address: www.tulsaibf.com  
 Agency Contact: Richard Lyons Email Address: tulsamedia@gmail.com  
 On-Site Contact: Richard Lyons On-Site Phone: 9184424860  
 Billing Contact: Richard Lyons Billing Phone: 9184424860  
 Billing Address: 1816 S Carson Ave, \133, Tulsa, OK - 74119

Agency Status: Profit  Non-Profit  Fundraiser? / What cause: Education based charities in 2017

## Site Plan and Route Map

**Event Set-up:** Date: 6.12.17 Day of Week: Monday Time: 9am  
 Street Closing for Set-up, Stages, Tents, etc.: Date: 06.14.2017 Time: 8 a.m.  
 Street(s) to be Closed: "No Parking" signs along the south curb of 41st St. adjacent to the venue and see the attached parking maps. Other areas if needed. (Submit a Site Map in CAD/Electronic Format)

**Event Opens:** Date: 6.14.17 Day of Week: Wednesday Time: 5pm  
 Street Closing for Race, Parade, Festival, etc.: Date: 06.14.2017 Time: 4 p.m. | 1 p.m.  
 Street(s) to be Closed: 118th E Ave from 41st St to 45th St and 43rd St between 118th E Ave to Garnett Rd. Closed one hour before and one hour after event. (Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: n/a  
 Daily Festival or Street Party Times: 5pm to 11pm on 14, 15 & 16 | 2pm to 11pm on 17 & 18.  
 Road Race Service Co. and Phone: n/a

**Event Closes:** Date: 6.18.17 Day of Week: Sunday Time: 10pm  
 Street Opening: Date: n/a Day of Week: n/a Time: n/a  
**Event Dismantle:** Date: 6.18.17 Day of Week: Sunday Time: 10pm  
 Street Opening: Date: n/a Day of Week: n/a Time: n/a

***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: 14 Number of Item Vendors: TBD  
 Yes  No  Food Preparation On-Site?  Charcoal  Electric  Gas  
 Yes  No  Tents or Stages On-Site? If yes, what sizes: Small build up stage / 10x10 pop ups  
 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: Mike Moore - 918 734 5948  
 If yes, please describe or provide an attachment of your plan: 2 deputies 12 hrs 7a to 7p and 2 x 7p to 7a  
Additional 2x deputies 5p to 11p each day on event site. Additional 2 deputies to patrol land to west.  
 Yes  No  Medical First Aid On-Site? Agency and Phone: Red Cross event volunteer service  
 If yes, please describe or provide an attachment of your plan: 2x volunteers on Balloon Field.  
First Aid Tent in main event area with four volunteers in tent. Can also contract EMSA if required.  
 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: \_\_\_\_\_  
Attached - 35 acres of parking space - 3,500 vehicle capacity at any one time  
 Yes  No  Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: \_\_\_\_\_  
Must be booked in advance  
 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: 9am Start Time: 5pm Finish Time: 10pm  
 Yes  No  Certificate of Insurance? Agency and Phone: Shantz Agency / Event Helper  
 If yes, submit certificate. If no, please explain: Shantz is Hot Air policy, Event Helper event site.  
 Yes  No  Portable Rest Rooms? Agency and Phone: Porto John - 918 936 0393  
 Number of Portable Rest Rooms: 40 Number of Disability Accessible Portable Rest Rooms: 4  
 Equipment Setup: Date: 6.12.17 Time: 9am Equipment Pickup: Date: 6.19.17 Time: 9am

**Mitigation of Impact**

Please describe your plan for cleanup and removal of waste and garbage during and after your event: \_\_\_\_\_  
 Site is walked and cleaned every evening and the following morning. Site will also be walked following  
 departure of final equipment. We have so many trash cans there was minimal litter in 2016.

Number of Trash Receptacles: 20 Number of Dumpsters: 0 Number of Recycling Containers: 40

Yes  No  Using a Sanitation Service? Agency and Phone: WM 2 cubic yard trash containers

Equipment Setup: Date: 6.14.17 Time: 9a Equipment Pickup: Date: 6.19.17 Time: 9a

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: \_\_\_\_\_

We provided a door knocking exercise along 41st street meeting residents & businesses.

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: \_\_\_\_\_

attached

Yes  No  Other Information? Having operated this event last year, our event is an upscale, family

type of audience. We had zero crime or medical reportable incidents in 2016.

**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: Richard Lyons Signature: Signature via Email Date: 5.27.17

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: 05.27.2017 Date routed: 05.27.2017 Date for review: 06.07.2017

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 06.06.2017. 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.

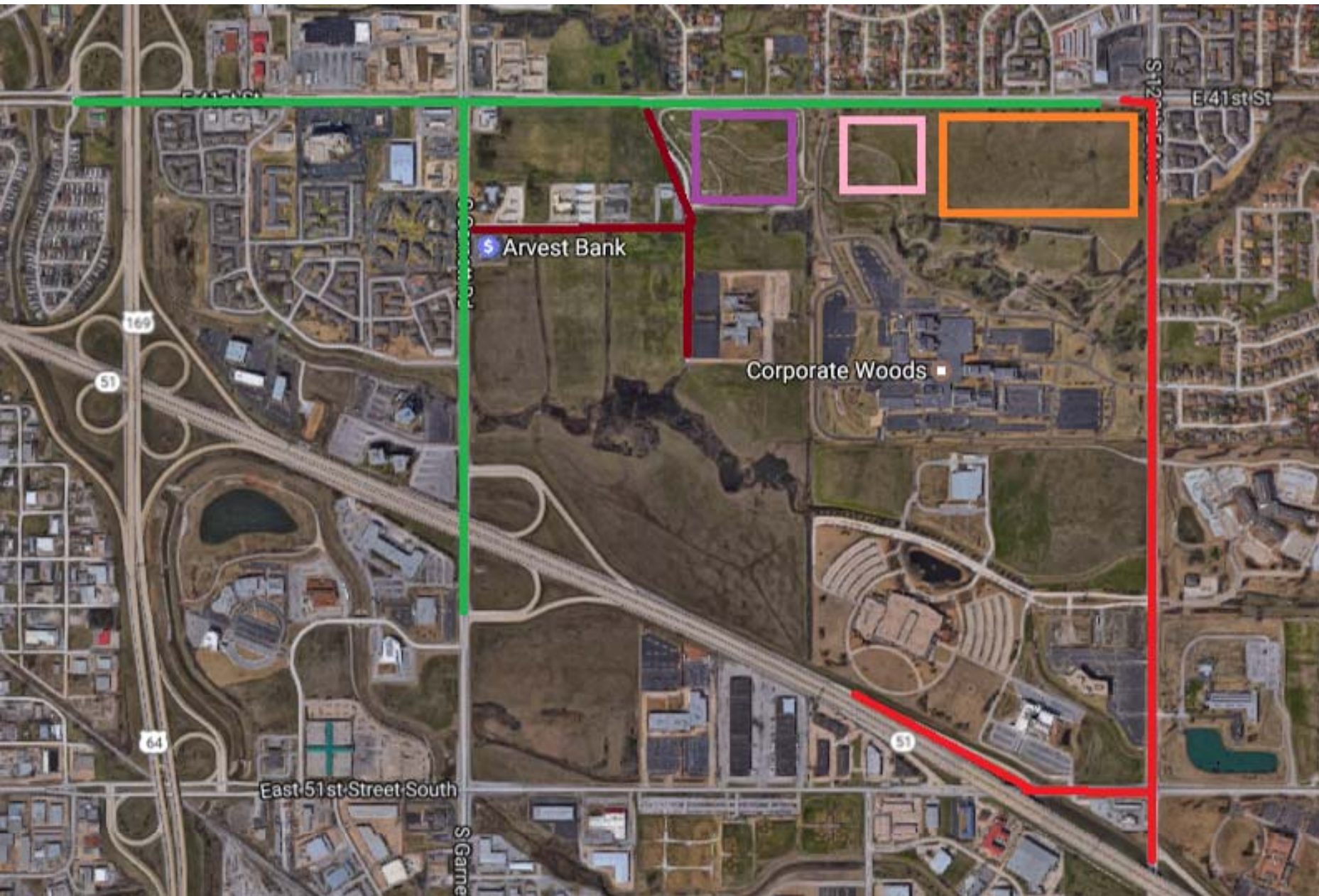
Special Event Coordinating Committee Recommendation: Pending  Yes  No : \_\_\_\_\_

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

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

Comments: \_\_\_\_\_





**Key**

- Traffic in
- Traffic out
- Balloon Launch Area (closed to public)
- Parking (3,500 spaces)
- Spectator area / vendors
- No parking (deputies)  
(Mike Moore)

**\*\*Should there be more than 3,500 vehicles per day, we will seek to use overflow parking to the south of the property. Corporate woods has a largely empty parking lot after 5pm and on weekends and there is another large grass area to the south or Corporate Woods opposite QuikTrip.**





- Key**
- Entry route** 
  - Exit route** 
  - Balloon Area** 
  - Family activities** 
  - Retail vendors** 
  - Stage** 
  - Food vendors** 
  - Sterile Area (no vehicles)** 
  - Viewing Area** 