City of Tulsa
Special Event Permit Application

BPAG 09/01/2011

Summary of Event

Event Title: BOK Center June 2017 Events Date of Event: June 1 - 30, 2017

Event Location: BOK Center Council District: 4

Event Description: Event move-in, move-outs, concerts, etc. (**Submit Flyer or Brochure in Electronic Format**)

Event Sponsors: BOK Center

Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: Varies Per Day: Varies

Event Organizer Information

Organizing Agency: BOK Center Web Address: www.bokcenter.com

Agency Contact: Trudy Sweeten Email Address: tsweeten@smgtulsa.com

On-Site Contact: Trudy Sweeten On-Site Phone: 918-409-1122

Billing Contact: Trudy Sweeten Billing Phone: 918-894-4270

Billing Address: 200 South Denver Avenue, Tulsa, OK 74103
(Street / City / State / Zip)

Agency Status: Profit ☐ Non-Profit ☑ Fundraiser? / What cause: City Building

Site Plan and Route Map

Event Set-up: Date: See Spreadsheet Day of Week: See Spreadsheet Time: Varies

Street Closing for Set-up, Stages, Tents, etc.: Date: See Attached Spreadsheet Time: Varies

Street(s) to be Closed: 3rd Street between Denver Ave & Frisco Ave, Frisco Ave between 3rd Street and 1st Street, 1st Street curb between Denver Ave and Frisco Ave. (**Submit a Site Map in CAD/Electronic Format**)

Event Opens: Date: See Spreadsheet Day of Week: See Spreadsheet Time: Varies

Street Closing for Race, Parade, Festival, etc.: Date: Concert, Sporting Event, etc. Time: Varies

Street(s) to be Closed: 3rd Street between Denver Ave & Frisco Ave, Frisco Ave between 3rd Street and 1st Street, 1st Street curb between Denver Ave and Frisco Ave. (**Submit Route Map in CAD/Electronic Format**)

Race, Parade, or Escort Start Times: N/A

Daily Festival or Street Party Times: N/A

Road Race Service Co. and Phone: N/A

Event Closes: Date: See Spreadsheet Day of Week: See Spreadsheet Time: Varies

Street Opening: Date: See Spreadsheet Day of Week: See Spreadsheet Time: Varies

Event Dismantle: Date: See Spreadsheet Day of Week: See Spreadsheet Time: Varies

Street Opening: Date: See Spreadsheet Day of Week: See Spreadsheet Time: Varies

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: inside Number of Item Vendors: inside

Yes☐ No☑ Food Preparation On-Site? ☐Charcoal ☐Electric ☐Gas

Yes☑ No☐ Tents or Stages On-Site? If yes, what sizes: Varies and will apply for proper tent permits

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: SMG Off-Duty & Event Services - Dan

If yes, please describe or provide an attachment of your plan: Brown 918-894-4395. Off duty Police Officers will work many of the Events and Close the Streets for BOK Center

Yes☑ No☐ Medical First Aid On-Site? Agency and Phone: EMSA - Kim Richards 918-596-3055

If yes, please describe or provide an attachment of your plan: EMSA will be present for all Events inside BOK Center.

Yes☐ No☑ Using Barricade Company? Agency and Phone: BOK Center owns - 918-894-4395

If yes, the Barricade Co. providing equipment for the street closure must submit the plan in CAD/Electronic Format.

Equipment Setup: Date: Varies Time: Varies Equipment Pickup: Date: Varies Time: Varies

Yes☑ No☐ Is there Parking Available? If yes, please describe or provide an attachment of your plan: Not on Site, but at each of the surrounding parking garages and flat lots. Parking map is attached.

Yes☐ No☐ Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: West curb of Denver Ave between 2nd Street and 3rd Street with ADA drop-off along 3rd Street

Yes☐ No☑ Using a Shuttle Service? If yes, please describe or provide an attachment of your plan: Taxi-cab parking on west curb of Denver Ave between 1st Street and 2nd Street

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: Varies Start Time: Varies Finish Time: Varies

Yes☑ No☐ Certificate of Insurance? Agency and Phone: _____

If yes, submit certificate. If no, please explain: Certificate is attached. Contact Trudy Sweeten - 918-894-4270

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: BOK Center has trash canisters located outside of each entrance to the facility. If trash is extreme then BOK Center EVS Team will assist with cleanup.

Number of Trash Receptacles: 6 Number of Dumpsters: N/A Number of Recycling Containers: 6

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: Please see attached Letter.

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: It is on the BOK Center Website www.bokcenter.com

Yes☑ No☐ Other Information? 1st map 3rd St closure only. 2nd map both 3rd St and Frisco Ave closure.

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: Trudy Sweeten **Signature**: Signature via Email **Date**: 05/01/17

Mail to: Special Event Coordinating Committee, 175 East 2nd Street, Suite 590, Tulsa, Oklahoma 74103
Or Email to: sbain@cityoftulsa.org. Your electronic submission will serve as your electronic signature.

For City of Tulsa Special Event Coordinating Committee Use Only

Date received: 05.01.2017 Date routed: 05.18.2017 Date for review: 05.24.2017

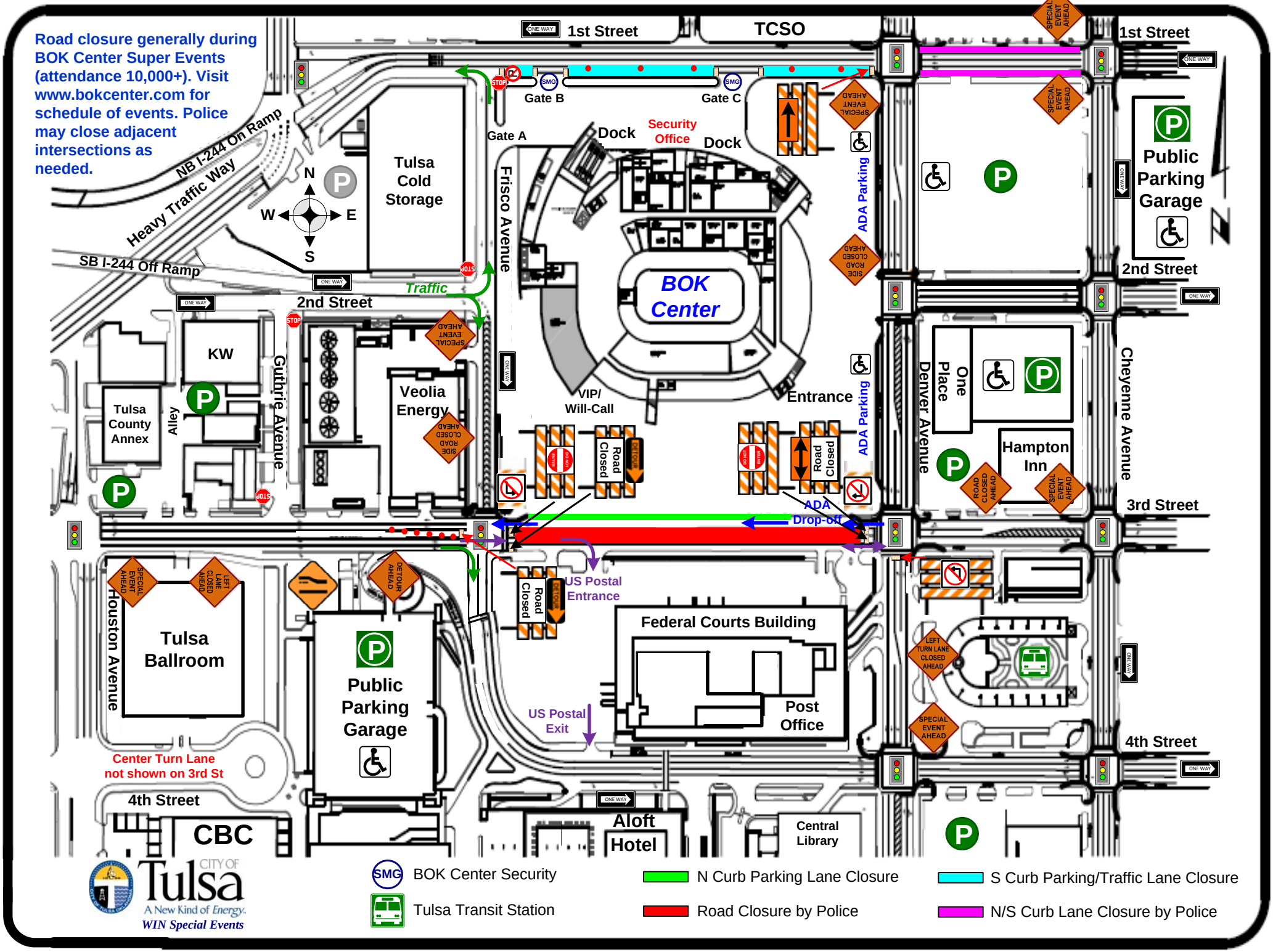
If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 05.23.2017. If any problems are resolved or not resolved by that time, a copy of this application and brief memo stating the solution or reason for the 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.

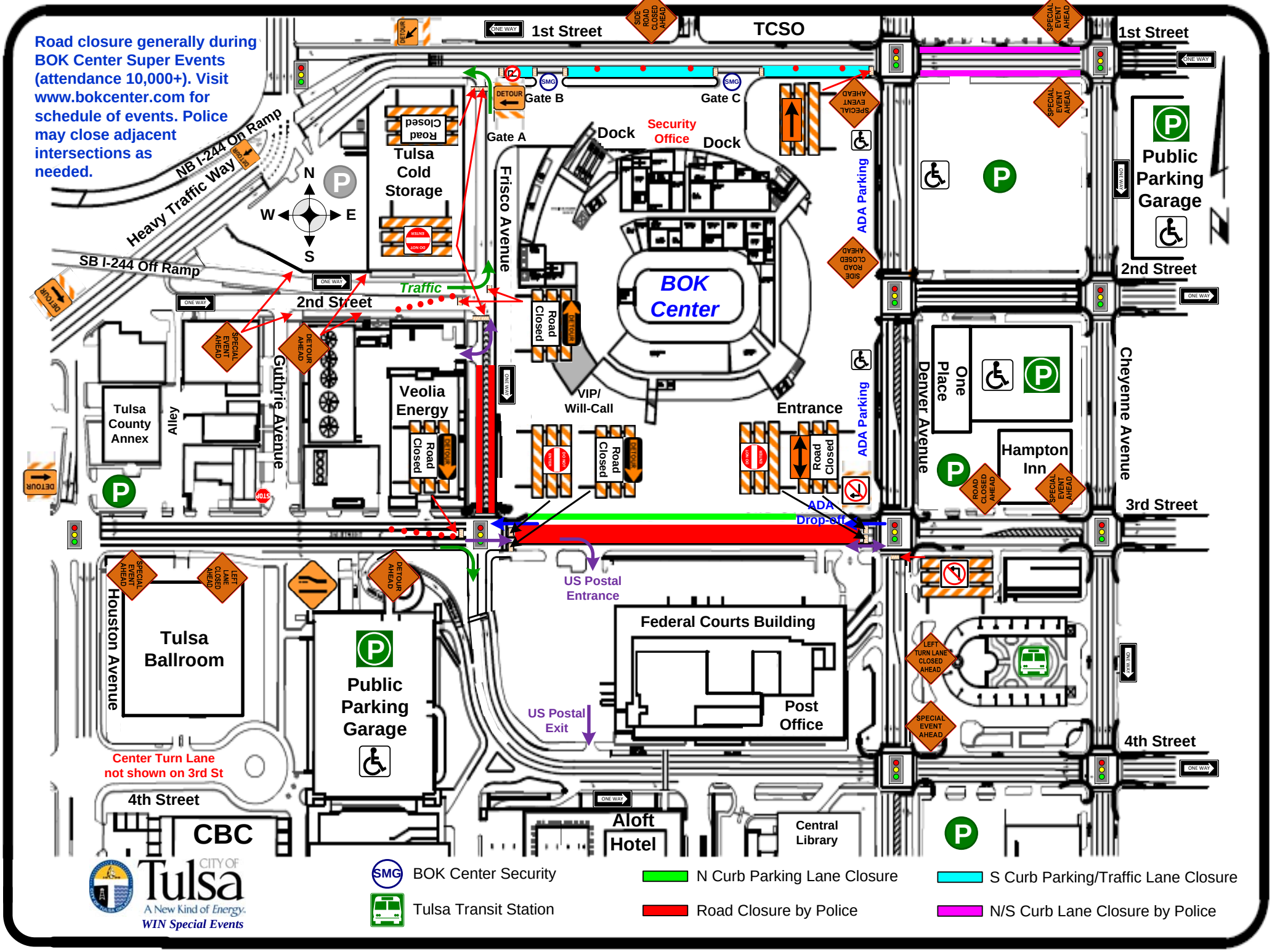
Special Event Coordinating Committee Recommendation: Pending☐ Yes☑ No☐: 05.17.2017

Date routed to Mayor: 05.19.2017 Mayor's Recommendation: Yes☑ No☐: 05.22.2017

Date routed to Council: 05.19.2017 City Council Approval: Yes☑ No☐: 05.24.2017

Comments: _____


Road closure generally during BOK Center Super Events (attendance 10,000+). Visit www.bokcenter.com for schedule of events. Police may close adjacent intersections as needed.
NB I-244 On Ramp
Heavy Traffic Way
SB I-244 Off Ramp
N
S
E
W
Tulsa Cold Storage
1st Street
TCSO
Gate A
Gate B
Gate C
Dock
Security Office
Dock
Frisco Avenue
BOK Center
ADA Parking
ADA Parking
Public Parking Garage
2nd Street
Traffic
2nd Street
KW
Guthrie Avenue
Alley
Tulsa County Annex
Veolia Energy
VIP/ Will-Call
Entrance
One Place
Denver Avenue
Hampton Inn
Cheyenne Avenue
3rd Street
ADA Drop-off
Road Closed
Road Closed
US Postal Entrance
Federal Courts Building
Houston Avenue
Tulsa Ballroom
Public Parking Garage
US Postal Exit
Post Office
Center Turn Lane not shown on 3rd St
4th Street
CBC
Aloft Hotel
Central Library
4th Street
SPECIAL EVENT AHEAD
LEFT LANE CLOSED AHEAD
DETOUR AHEAD
SIDE ROAD CLOSED AHEAD
ROAD CLOSED AHEAD
LEFT TURN LANE CLOSED AHEAD
ONE WAY
STOP
CITY OF Tulsa
A New Kind of Energy.
WIN Special Events
SMG BOK Center Security
Tulsa Transit Station
N Curb Parking Lane Closure
Road Closure by Police
S Curb Parking/Traffic Lane Closure
N/S Curb Lane Closure by Police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Denver Avenue
Hampton Inn
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3rd Street
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SIDE ROAD CLOSED AHEAD
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LEFT TURN LANE CLOSED AHEAD
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DETOUR
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SMG BOK Center Security
Tulsa Transit Station
N Curb Parking Lane Closure
Road Closure by Police
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N/S Curb Lane Closure by Police

BOK CENTER STREET CLOSINGS FOR JUNE 2017

DATE	EVENT TIME	DOOR TIME	NAME OF EVENT	ESTIMATED ATTENDANCE	STREET CLOSED	STREET OPENED	CLOSURE LOCATIONS
1-Jun	8:00 PM	7:00 PM	Roger Waters	8,500+	7am	7am	3rd Street, 1st Street (Frisco if needed)
5-Jun	7:30 PM	6:30 PM	Journey	7,000+	7am	7am	3rd Street, 1st Street (Frisco if needed)
10-Jun	7:00 PM	6:00 PM	Luke Bryan	7,500+	7am	7am	3rd Street, 1st Street (Frisco if needed)
22-Jun	7:00 PM	6:00 PM	Chris Stapleton	11,500+	7am	7am	3rd Street, 1st Street (Frisco if needed)
These are estimated event times only.							