



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

Summary of Event

Event Title: DECO DISTRICT CHALK & BOOKFEST Date of Event: June 17 2017
 Event Location: On Boston Ave Between 5th & 6th Street Council District: 4
 Event Description: Book & Art Street Festival (Submit Flyer or Brochure in Electronic Format)
 Event Sponsors: DECO District Coordinating Council
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 500 Per Day: 500

Event Organizer Information

Organizing Agency: Deco District Coordinating Council Web Address: http://decodistricttulsa.com/
 Agency Contact: Kathleen Berrigan Email Address: contactus@decopolisstudios.com
 On-Site Contact: William Franklin On-Site Phone: 918-406-7718
 Billing Contact: William Franklin Billing Phone: 918-382-7388
 Billing Address: 502 S. Boston Ave Tulsa OK 74103
Street City State Zip
 Agency Status: Profit Non-Profit Fundraiser? / What cause: NA

Site Plan and Route Map

Event Set-up: Date: 6-17-2017 Day of Week: Saturday Time: 8am
 Street Closing for Set-up, Stages, Tents, etc.: Date: 6-17-2017 Time: 8am
 Street(s) to be Closed: Boston Ave Between 5th & 6th Street
 TBD - Same map/road closures as Elote's Cinco De Mayo (Submit a Site Map in CAD/Electronic Format)
Event Opens: Date: 6-17-2017 Day of Week: Saturday Time: 10am
 Street Closing for Race, Parade, Festival, etc.: Date: 6-17-2017 Time: 10am
 Street(s) to be Closed: Boston Ave Between 5th & 6th Street
 TBD - Same map/road closures as Elote's Cinco De Mayo (Submit Route Map in CAD/Electronic Format)
 Race, Parade, or Escort Start Times: N/A
 Daily Festival or Street Party Times: 10am-8pm
 Road Race Service Co. and Phone: N/A
Event Closes: Date: 6-17-2017 Day of Week: Saturday Time: 8pm
 Street Opening: Date: 6-17-2017 Day of Week: Saturday Time: 9pm
Event Dismantle: Date: 6-17-2017 Day of Week: Saturday Time: 8pm
 Street Opening: Date: 6-17-2017 Day of Week: Saturday Time: 9pm

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: Multiple 10x10 tents for shade
 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: _____
 If yes, please describe or provide an attachment of your plan: _____

Yes No Medical First Aid On-Site? Agency and Phone: _____
 If yes, please describe or provide an attachment of your plan: _____

Yes No Using Barricade Company? Agency and Phone: TBD
 If yes, the Barricade Co. providing equipment for the street closure must submit the plan in CAD/Electronic Format.

Equipment Setup: Date: TBD Time: TBD Equipment Pickup: Date: TBD Time: TBD

Yes No Is there Parking Available? If yes, please describe or provide an attachment of your plan: _____
Attendees will be able to use American Parking lot at 6th & Boston and Street Parking on Boston past 6th ST.

Yes No Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: _____
In Parking Structure listed above

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: TBD Start Time: TBD Finish Time: TBD

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

Yes No Portable Rest Rooms? Agency and Phone: TBD

Number of Portable Rest Rooms: TBD Number of Disability Accessible Portable Rest Rooms: TBD

Equipment Setup: Date: TBD Time: TBD Equipment Pickup: Date: TBD Time: TBD

Mitigation of Impact

Please describe your plan for cleanup and removal of waste and garbage during and after your event: _____
 There will be staff throughout the event to clean. We will utilize DECOPOLIS & ELOTE'S dumpsters and recycling bins. The fire department will spay the street following the event to remove chalk.

Number of Trash Receptacles: 2 Number of Dumpsters: 3 Number of Recycling Containers: 2

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: TBD

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: TBD

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: Kathleen Berrigan **Signature:** Kathleen Berrigan **Date:** 4/25/2017

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: 04.25.2017 Date routed: 06.01.2017 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 : Email review

Date routed to Mayor: 06.02.2017 Mayor's Recommendation: Yes No : _____

Date routed to Council: 06.02.2017 City Council Approval: Yes No : _____

Comments: Form revised and map attached 05.31.2017.

Date: June 17, 2017 **Project:** Deco District Chalk & BookFest

Comments:
 Road Closure | 8 a.m. to 9 p.m. Saturday
 Festival Hours | 10 a.m. to 8 p.m. Saturday
 Parking Lanes not Shown | Drawing not to Scale



4th Street

4th Street

5th Street

5th Street

6th Street

6th Street

7th Street

7th Street

Main Street

Main Street

Bartlett Square Fountain

Main Street

Boston Avenue

Boston Avenue

Cincinnati Avenue

Cincinnati Avenue

Cincinnati Avenue

First Place Tower

No Barriers

Portable Sign Support in No Parking Space or on Sidewalk (ADA)

N of N Driveway

TULSA PARKS
H.A. Chapman Greens

