



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

Summary of Event

Event Title: Legion Live Date of Event: 24 JUN 17
 Event Location: 1120 E. 8th Street Council District: 4
 Event Description: music and car show (Submit Flyer or Brochure in Electronic Format)
 Event Sponsors: budwiser
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 500 Per Day: 1

Event Organizer Information

Organizing Agency: American Legion post 1 Web Address: tulsapost1.org
 Agency Contact: Laurie Nidiffer Email Address: laurienidiffer@yahoo.com
 On-Site Contact: Laurie Nidiffer On-Site Phone: 918584-4274
 Billing Contact: Laurie Nidiffer Billing Phone: 918584-4274
 Billing Address: 1120 E. 8th Street Tulsa OK 74103
Street City State Zip
 Agency Status: Profit Non-Profit Fundraiser? / What cause: American Legion Post 1

Site Plan and Route Map

Event Set-up: Date: 23 JUN 17 Day of Week: Friday Time: 9:00 am
 Street Closing for Set-up, Stages, Tents, etc.: Date: n/a Time: n/a
 Street(s) to be Closed: n/a

(Submit a Site Map in CAD/Electronic Format)

Event Opens: Date: 24 JUN 17 Day of Week: Saturday Time: 10:00am
 Street Closing for Race, Parade, Festival, etc.: Date: n/a Time: n/a
 Street(s) to be Closed: n/a

(Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: n/a
 Daily Festival or Street Party Times: 10:00am to 11:00pm
 Road Race Service Co. and Phone: n/a

Event Closes: Date: 24 JUN 17 Day of Week: Saturday Time: 11:00pm
 Street Opening: Date: n/a Day of Week: n/a Time: n/a
 Event Dismantle: Date: 25 JUN 17 Day of Week: Sunday Time: 11:00am
 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: 3 Number of Item Vendors: 3
 Yes No Food Preparation On-Site? Charcoal Electric Gas
 Yes No Tents or Stages On-Site? If yes, what sizes: stage 16ft by 20ft, tent is 10ft by 20ft
 Yes No Other Structures On-Site? If yes, please explain: American Legion building
 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: Signal 88 | (918) 408-6746
 If yes, please describe or provide an attachment of your plan: Two shifts of two CLEET officers.

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: _____
 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: our lot & Family and Childrens services and the Indian Health clinic have agree to let us use parking

Yes No Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: we have on site spaces for disabled parking

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: 9:00am Start Time: 10:00 Finish Time: 11:00

Yes No Certificate of Insurance? Agency and Phone: rich & cartmill (918) 743-8811
 If yes, submit certificate. If no, please explain: Attached

Yes No Portable Rest Rooms? Agency and Phone: TBD

Number of Portable Rest Rooms: 2 Number of Disability Accessible Portable Rest Rooms: Inside
 Equipment Setup: Date: 23 JUN 17 Time: 10:00am Equipment Pickup: Date: 26 JUN 17 Time: 10:00am

Mitigation of Impact

Please describe your plan for cleanup and removal of waste and garbage during and after your event: _____
 We have eagle scotts and volunteers to clean up waste (load all into dumpsters) _____

Number of Trash Receptacles: 15 Number of Dumpsters: 3 Number of Recycling Containers: 15

Yes No Using a Sanitation Service? Agency and Phone: _____

Equipment Setup: Date: 23 JUN 17 Time: 1:00pm Equipment Pickup: Date: 27 JUN 17 Time: 1:00pm

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: Family and Childrens services and the Indian health care clinic

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: Laurie Nidiffer Signature: Signature via Email Date: June 2, 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: 06.02.2017 Date routed: 06.10.2017 Date for review: 06.21.2017

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 06.19.2017. 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 : 06.07.2017

Date routed to Mayor: 06.14.2017 Mayor's Recommendation: Yes No : _____

Date routed to Council: 06.14.2017 City Council Approval: Yes No : _____

Comments: Form revised and map attached 06.10.2017.

