



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

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Summary of Event

Event Title: 4th of July Parade Date of Event: July 4, 2017
Event Location: 5603 S. New Haven Ave. Council District: 9
Event Description: Parade (Submit Flyer or Brochure in **Electronic Format**)
Event Sponsors: New Haven UMC
Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 100 Per Day: 1

Event Organizer Information

Organizing Agency: New Haven UMC Web Address: newhavenumc.org
Agency Contact: Paula J Fox Email Address: paula.fox@newhavenumc.org
On-Site Contact: Paula J Fox On-Site Phone: 918-743-6491
Billing Contact: New Haven UMC Billing Phone: 918-743-6491
Billing Address: 5603 S. New Haven Ave. Tulsa OK 74135
Street City State Zip
Agency Status: Profit ☐ Non-Profit ☒ Fundraiser? / What cause: NA

Site Plan and Route Map

Event Set-up: Date: 7-4-17 Day of Week: Tuesday Time: 9:00 am
Street Closing for Set-up, Stages, Tents, etc.: Date: 07.04.2017 Time: 9 a.m.
Street(s) to be Closed: 56th St. between New Haven Ave. and Pittsburg Ave.
(Submit a Site Map in CAD/Electronic Format)

Event Opens: Date: 7-4-17 Day of Week: Tuesday Time: 0900
Street Closing for Race, Parade, Festival, etc.: Date: 7-4-17 Time: 10 a.m.
Street(s) to be Closed: See attached map.
(Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: 10:15 am
Daily Festival or Street Party Times: 9 a.m. to Noon
Road Race Service Co. and Phone: NA

Event Closes: Date: 7-4-17 Day of Week: Tuesday Time: Noon
Street Opening: Date: 07.04.2017 Day of Week: Tuesday Time: 11:15 a.m.
Event Dismantle: Date: 07.04.2017 Day of Week: Tuesday Time: Noon
Street Opening: Date: 07.04.2017 Day of Week: Tuesday Time: 1 p.m.

Security, Medical, Traffic, and Parking Plans

Other Related Activities and Information

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: _____

Volunteers will clean up and the cChurch will handle disposal

Number of Trash Receptacles: 3 Number of Dumpsters: 1 Number of Recycling Containers: 0Yes ☐ 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: notice will go out prior to paradeYes ☒ 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: Paula J. Fox Signature: Paula J. Fox Date: 3-29-17Mail to: **Special Event Coordinating Committee**, 175 East 2nd Street, Suite 590, Tulsa, Oklahoma 74103Or 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: 04.03.2017 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: 06.20.2017. 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 ☐ 06.07.2017Date routed to Mayor: 06.14.2017 Mayor's Recommendation: Yes ☐ No ☐ _____Date routed to Council: 06.14.2017 City Council Approval: Yes ☐ No ☐ _____Comments: Application incomplete. Form and map revised 06.17.2017.



Date: July 4, 2017 **Project:** 4th of July Parade

Comments:
Road Closure | 9 a.m. to 1 p.m. Saturday
Event Hours | 9 a.m. to Noon
Parade Start | 10:15 a.m.

