

City of Tulsa Special Event Permit Application

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Summary of Ever	<i>ıt</i>		
Event Title: 4th of July Parade		Date of Event: J	uly 4, 2017
Event Location: 5603 S. New Haven Ave.		Council District:	9
Event Description: Parade		(Submit Flyer or Bro	chure in Electronic Format)
Event Sponsors: New	w Haven UMC	ik.	
Anticipated Attenda	nce (participants, staff, vendo	ors, crowd, etc.): Total: 100	Per Day: _1
Event Organizer	Information		
Organizing Agency: New Haven UMC		Web Address: newhav	enumc.org
Agency Contact: Paula J Fox		Email Address: paula.fo	x@newhavenumc.org
On-Site Contact: Paula J Fox		On-Site Phone: 918-743-6491	
Billing Contact: New Haven UMC		Billing Phone: 918-743-6491	
	03 S. New Haven Ave.	Tulsa	OK 74135
	it Non-Profit Fund	City draiser? / What cause: <u>NA</u>	State Zip
Site Plan and Ro	ute Map		
Event Set-up:	Date: 7-4-17	Day of Week: Tuesday	Time: 9:00 am
Street Closing for Se	et-up, Stages, Tents, etc.:	Date: 07.04.2017	Time: 9 a.m.
Street(s) to be Close	d: 56th St. between New H	laven 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 R	ace, Parade, Festival, etc.:	Date: 7-4-17	Time: 10 a.m.
Street(s) to be Close	d: See attached map.		
		(Submit Route Map	in CAD/Electronic Format)
Race, Parade, or Esc	ort Start Times: 10:15 am		
Daily Festival or Stro	eet Party Times: 9 a.m. to No	oon	
Road Race Service C	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.

Secondary Permit Requirements					
Yes No Is this an Open Air Event?	Public Property Private Property Parking Lot				
Yes Now Alcohol or Beer On-Site?	Alcohol Sales Beer Sales Free Beverage	S			
Yes Now Concessionaires On-Site?	Number of Food Vendors: Number of Item Vendors: _				
Yes Now Food Preparation On-Site?	Charcoal Electric Gas				
Yes Now Tents or Stages On-Site?	If yes, what sizes:				
Yes Now Other Structures On-Site?	If yes, please explain:				
Yes No Using a City or River Park? Name and location:					
Security, Medical, Traffic, and Parking	ng Plans				
Yes ✓ No ☐ Security or Police On-Site?	Agency and Phone: TPD/TPR volunteers (918) 586-6054				
If yes, please describe or provide an attachment of your plan:					
<u></u>					
Yes Now Medical First Aid On-Site?	Agency and Phone:				
If yes, please describe or provide an attachm	nent of your plan:				
Yes No Using Barricade Company?	Agency and Phone: Road Safe 918-425-4550				
If yes, the Barricade Co. providing equipmen	t for the street closure must submit the plan in CAD/Electronic Fo	rmat.			
Equipment Setup: Date: TBD Time	e: <u>TBD</u> Equipment Pickup: Date: <u>TBD</u> Time: <u>TBD</u>	D			
Yes No Is there Parking Available?	If yes, please describe or provide an attachment of your plan: _				
In back of church					
Yes No No Is there Disabled Parking? If yes, please describe or provide an attachment of your plan:					
In back of Church					
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: Start Time: Finish Time:				
Yes No Certificate of Insurance?	Agency and Phone: TBD				
If yes, submit certificate. If no, please explain: Pending					
Yes No Portable Rest Rooms?	Agency and Phone:				
Number of Portable Rest Rooms: Number of Disability Accessible Portable Rest Rooms:					
Equipment Setup: Date: Time	e: 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: 0
Yes No Using a Sanitation Service? Agency and Phone:
Equipment Setup: Date: Time: Equipment Pickup: Date: Time:
Yes No Ver 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 parade
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: Paula J. Fox Signature: Date: 3-29-17
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: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 memor 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 918.699.360
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: Application incomplete. Form and map revised 06.17.2017.

