



BPAG 09/01/2011

# City of Tulsa Special Event Permit Application

## Summary of Event

Event Title: Tokyo in Tulsa Date of Event: July 14-16,2017  
 Event Location: Cox Buisness Center & DoubleTree Hotel Council District: District 30  
 Event Description: Fan-Based Culture Convention (Submit Flyer or Brochure in Electronic Format)  
 Event Sponsors: Visit Tulsa, Verizon, Microsoft, Alien Games, DoubleTree Downtown, OK E-Sports  
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 10,000 Per Day: 6,000

## Event Organizer Information

Organizing Agency: Dynamite Conventions Web Address: www.tokyointulsa.com  
 Agency Contact: Brett Toquothy Email Address: btoquothy@tokyointulsa.com  
 On-Site Contact: Melinda West On-Site Phone: (918) 798-9723  
 Billing Contact: James Fowler Billing Phone: (918) 557-7798  
 Billing Address: 2316 W New Orleans, Broken Arrow, OK 74011  
 Agency Status: Profit  Non-Profit  Fundraiser? / What cause: NA

## Site Plan and Route Map

**Event Set-up:** Date: 07/13/2017 Day of Week: Thursday Time: 10:00 am  
 Street Closing for Set-up, Stages, Tents, etc.: Date: 07/14/2017 Time: 08:00 am  
 Street(s) to be Closed: Westbound W 6th Street from Civic Center to 7th Street  
 (Submit a Site Map in CAD/Electronic Format)

**Event Opens:** Date: 07/14/2017 Day of Week: Friday Time: 2:00 pm  
 Street Closing for Race, Parade, Festival, etc.: Date: 7/14/2017 Time: 2:00 pm  
 Street(s) to be Closed: Westbound W 6th Street from Civic Center to 7th Street  
 (Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: N/A  
 Daily Festival or Street Party Times: 7/14 2pm-2am, 7/15 10am-2am, 7/16 10am-6pm  
 Road Race Service Co. and Phone: N/A

**Event Closes:** Date: 7/16/2017 Day of Week: Sunday Time: 6:00 pm  
 Street Opening: Date: 7/16/2017 Day of Week: Sunday Time: 9:00 pm  
**Event Dismantle:** Date: 7/16/2017 Day of Week: Sunday Time: 9:00 pm  
 Street Opening: Date: 7/16/2017 Day of Week: Sunday Time: 9:00 pm

***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: TBD Number of Item Vendors: TBD  
 Yes  No  Food Preparation On-Site?  Charcoal  Electric  Gas  
 Yes  No  Tents or Stages On-Site? If yes, what sizes: \_\_\_\_\_  
 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: Staffing from Dynamite Conventions  
 If yes, please describe or provide an attachment of your plan: Safety team will be patrolling the area

Yes  No  Medical First Aid On-Site? Agency and Phone: EMSA & Dynamite Conventions  
 If yes, please describe or provide an attachment of your plan: EMSA will be on site as well as a triage team from Dynamite Conventions

Yes  No  Using Barricade Company? Agency and Phone: RoadSafe Traffic Systems 918.425.4550  
 If yes, the Barricade Co. providing equipment for the street closure must submit the plan in CAD/Electronic Format.  
 Equipment Setup: Date: 7/14/2017 Time: 8:00am Equipment Pickup: Date: 7/16/2017 Time: 9:00pm

Yes  No  Is there Parking Available? If yes, please describe or provide an attachment of your plan: hotel and public parking lots

Yes  No  Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: hotel and public parking lots

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: AES (918) 749-0888  
 If yes, submit certificate. If no, please explain: Will be sent to Skipper Bain

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: \_\_\_\_\_  
 American Waste Control will be providing trash bins and pick up, staff will be picking up the trash

Number of Trash Receptacles: 8 Number of Dumpsters: 1 Number of Recycling Containers: TBD

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: \_\_\_\_\_

Cox Business Center

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: Brett Toquothy Signature: Brett Toquothy Date: 5/26/2017

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

**For City of Tulsa Special Event Coordinating Committee Use Only**

Date received: 06.05.2017 Date routed: 06.22.2017 Date for review: 07.12.2017

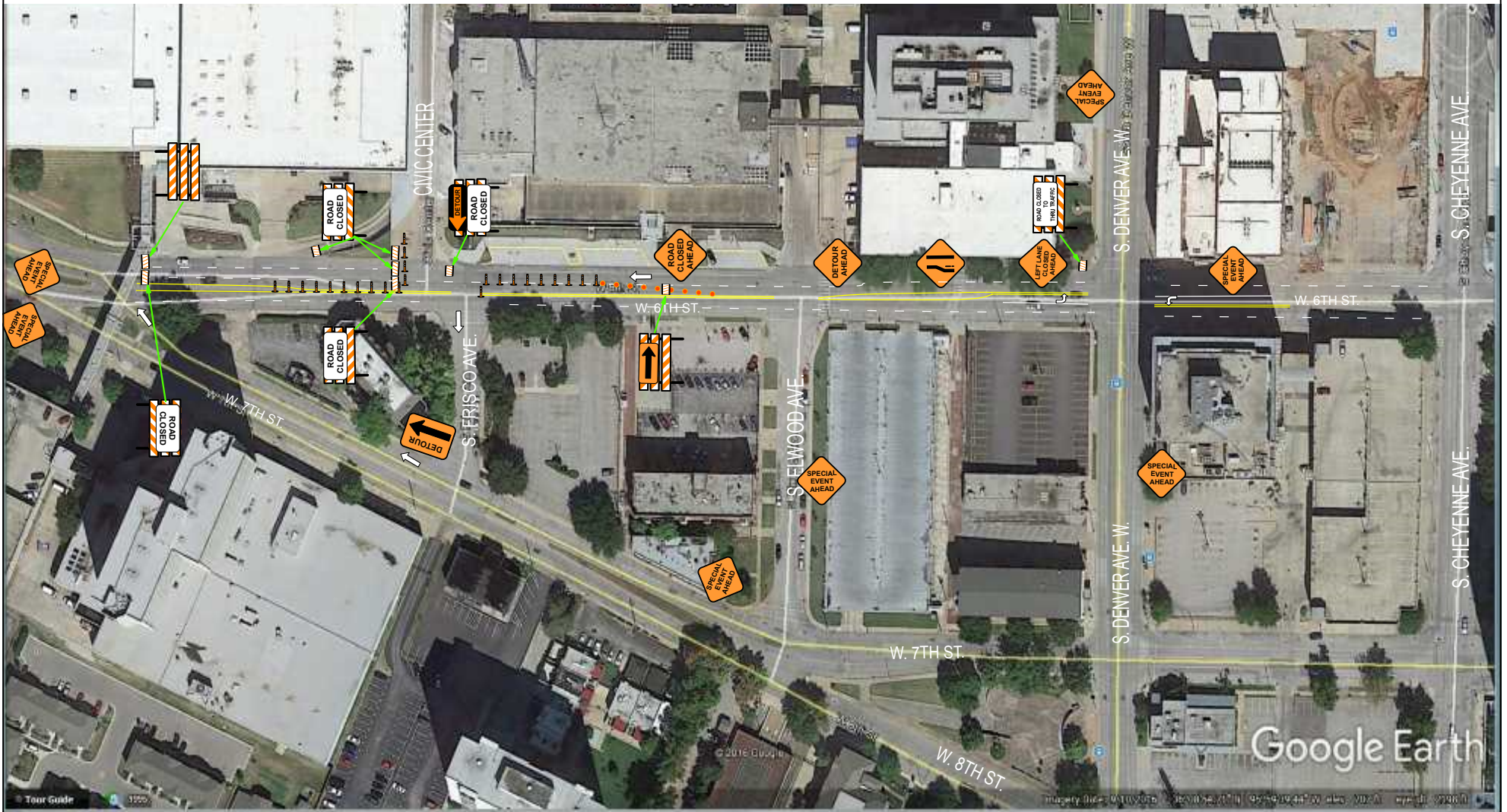
If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 07.06.2017. If any problems are resolved or not resolved by that time, a copy of this application and brief memo stating the solution or reason for the 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 : 06.21.2017

Date routed to Mayor: 07.05.2017 Mayor's Recommendation: Yes  No : \_\_\_\_\_

Date routed to Council: 07.05.2017 City Council Approval: Yes  No : \_\_\_\_\_

Comments: No CC meeting 07.05.2017.



**Date:** 5/24/17 **Author:** D.FIELDER **Project:** W. 6TH ST. TOKYO IN TULSA

**Comments:**  
 THIS TRAFFIC CONTROL PLAN WAS DRAFTED IN ACCORDANCE WITH M.U.T.C.D. & O.D.O.T. SPECIFICATIONS. ROADSFAFE TRAFFIC SYSTEMS PROVIDED THIS DRAFT TO THE CUSTOMER AS A SERVICE AND IS TO BE SUBMITTED TO THE AUTHORITATIVE AGENCY FOR REVIEW AND MODIFICATION IF NEEDED. ROADSFAFE TRAFFIC SYSTEMS ASSUMES NO LIABILITY FOR ACCURACY OR VALIDITY.

