



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

Page 1 of 3

Summary of Event

Event Title: Still She Rises Date of Event: 07/16/17
 Event Location: 567 E. 36th Street North Council District: North Tulsa 1
 Event Description: Community Party (Submit Flyer or Brochure in Electronic Format)
 Event Sponsors: Still She Rises
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 150 Per Day: only 1 day

Event Organizer Information

Organizing Agency: Still She Rises Web Address: www.stillsherises.org
 Agency Contact: Patrice James Email Address: patricej@stillsherises.org
 On-Site Contact: Patrice James On-Site Phone: 918-392-0884
 Billing Contact: Kristina Saleh Billing Phone: 918-392-0867
 Billing Address: 567 E. 36th Street North Tulsa, Ok 74106
 Agency Status: Profit Non-Profit Fundraiser? / What cause: NA

Site Plan and Route Map

Event Set-up: Date: 07/15/17 Day of Week: Saturday Time: 9:00am
 Street Closing for Set-up, Stages, Tents, etc.: Date: N/A Time: _____
 Street(s) to be Closed: N/A
 (Submit a Site Map in CAD/Electronic Format)

Event Opens: Date: 07/16/17 Day of Week: Sunday Time: 12:00pm
 Street Closing for Race, Parade, Festival, etc.: Date: N/A Time: _____
 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: N/A
 Road Race Service Co. and Phone: N/A
 Event Closes: Date: 07/16/17 Day of Week: Sunday Time: 6:00pm
 Street Opening: Date: NA Day of Week: NA Time: NA
 Event Dismantle: Date: 07/17/17 Day of Week: Monday Time: 9:00am
 Street Opening: Date: NA Day of Week: NA Time: NA

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: 2
 Yes No Food Preparation On-Site? Charcoal Electric Gas
 Yes No Tents or Stages On-Site? If yes, what sizes: 30x45 (may be multiple tents)
 Yes No Other Structures On-Site? If yes, please explain: inflatable children's bounce house
 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: unless needed
 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: _____
 There will be left over parking in the lot where the event is being held

Yes No Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: _____
 There will be left over parking in the lot where the event is being held

Yes No Using a Shuttle Service? If yes, please describe or provide an attachment of your plan: _____
 If the need arises, we will know closer to the date of the event

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: 12:00pm Finish Time: 6:00pm

Yes No Certificate of Insurance? Agency and Phone: unless needed
 If yes, submit certificate. If no, please explain: _____

Yes No Portable Rest Rooms? Agency and Phone: Not secured at this time

Number of Portable Rest Rooms: 2 Number of Disability Accessible Portable Rest Rooms: unknown

Equipment Setup: Date: 07/15/17 Time: 10:00am Equipment Pickup: Date: 07/17/17 Time: 9:00am

Mitigation of Impact

Please describe your plan for cleanup and removal of waste and garbage during and after your event: _____
Still She Rises employees and volunteers will be cleaning up during and after the event and has access to a
_____ dumpster located on the property.

Number of Trash Receptacles: 2 Number of Dumpsters: 1 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: Still She Rises has reached out to the
landlord and affected business Neighbor for Neighbor.

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: It has not been created yet, but will be
distributed within the next 2 weeks.

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: Patrice Amber James Signature: Patrice Amber James Date: 8/12/2017

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: 05.12.2017 Date routed: 06.27.2017 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: Email Review. 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: _____ Mayor's Recommendation: Yes No : _____

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

Comments: _____