



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

Summary of Event

Event Title: Briggs Wedding Date of Event: 9/3/17
 Event Location: Center of the Universe | 1 S. Boston Ave. Council District: 4
 Event Description: Wedding Ceremony (Submit Flyer or Brochure in Electronic Format)
 Event Sponsors: N/A
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 90 Per Day: 90

Event Organizer Information

Organizing Agency: Leslie Briggs Web Address: NA
 Agency Contact: Leslie Briggs Email Address: lkbriggs1087@gmail.com
 On-Site Contact: Leslie Briggs On-Site Phone: 918-850-8792
 Billing Contact: Kathleen Briggs Billing Phone: 918-851-0779
 Billing Address: 3430 E. 60th St. Tulsa OK 74135
Street City State Zip
 Agency Status: Profit Non-Profit Fundraiser? / What cause: Wedding

Site Plan and Route Map

Event Set-up: Date: 9/3/17 Day of Week: Sunday Time: 4:00PM
 Street Closing for Set-up, Stages, Tents, etc.: Date: NA Time: NA
 Street(s) to be Closed: NA
 (Submit a Site Map in CAD/Electronic Format)

Event Opens: Date: 9/3/17 Day of Week: Sunday Time: 5:00PM
 Street Closing for Race, Parade, Festival, etc.: Date: NA Time: NA
 Street(s) to be Closed: NA
 (Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: NA
 Daily Festival or Street Party Times: NA
 Road Race Service Co. and Phone: NA

Event Closes: Date: 9/3/17 Day of Week: Sunday Time: 6:00PM
 Street Opening: Date: NA Day of Week: NA Time: NA
Event Dismantle: Date: 9/3/17 Day of Week: Sunday Time: 6:00PM
 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: 0 Number of Item Vendors: 0
 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: chairs for guests
 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: _____
 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: _____
Parking lots in Brady Arts, Parking Garages near Center of the Universe

Yes No Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: _____
Parking Garage near COU

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: _____ Equipment Pickup: Date: _____ Time: _____

Mitigation of Impact

Please describe your plan for cleanup and removal of waste and garbage during and after your event: _____

Trash bags for water or lemonade cups

Number of Trash Receptacles: 1 Number of Dumpsters: 0 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: NAYes 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? This is a simple wedding ceremony that will not last more than 1 hour**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: Leslie K Briggs Signature: Leslie K Briggs Date: 9/3/17

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 OnlyDate received: 03.28.2017 Date routed: 07.12.2017 Date for review: 07.26.2017

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 07.22.2017. 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 : _____Date routed to Mayor: _____ Mayor's Recommendation: Yes No : _____Date routed to Council: _____ City Council Approval: Yes No : _____Comments: Application incomplete. Information provided and form revised 07.12.2017.