



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

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Summary of Event

Event Title: Guts Girls Brunch Date of Event: 8/12/2017
 Event Location: 9120 E Broken Arrow Expressway Council District: 7
 Event Description: Women's Event (Submit Flyer or Brochure in Electronic Format)
 Event Sponsors: NA
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 1000 Per Day: 1000

Event Organizer Information

Organizing Agency: Guts Church Web Address: gutschurch.com
 Agency Contact: Nina Bedell Email Address: nina.bedell@gutschurch.com
 On-Site Contact: Nathaniel Ferrin On-Site Phone: 918-519-6315
 Billing Contact: Tonya Morgan Billing Phone: 918-622-4422
 Billing Address: 9120 E Broken Arrow Expwy Tulsa OK 74145
Street City State Zip
 Agency Status: Profit Non-Profit Fundraiser? / What cause: Ministry

Site Plan and Route Map

Event Set-up: Date: 8/11/17 Day of Week: Friday Time: 2pm
 Street Closing for Set-up, Stages, Tents, etc.: Date: 8/12/17 Time: 7am
 Street(s) to be Closed: A 17' archway over S. 91st. E. Ave. Will close the street from the BA service road to the railroad tracks during assembly/dismantle. (Submit a Site Map in CAD/Electronic Format)
Event Opens: Date: 8/12/17 Day of Week: Saturday Time: 9am
 Street Closing for Race, Parade, Festival, etc.: Date: 8/12/17 Time: 8am
 Street(s) to be Closed: May reopen street during event or remain closed depending upon traffic flow. If left open to traffic, will provide warning signage. (Submit Route Map in CAD/Electronic Format)
 Race, Parade, or Escort Start Times: NA
 Daily Festival or Street Party Times: Inside main building
 Road Race Service Co. and Phone: NA
Event Closes: Date: 8/12/17 Day of Week: Saturday Time: 2pm
 Street Opening: Date: 08/12/2017 Day of Week: Saturday Time: 3pm
Event Dismantle: Date: 08/12/2017 Day of Week: Saturday Time: 2pm
 Street Opening: Date: 08/12/2017 Day of Week: Saturday Time: 3pm

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: _____ Number of Item Vendors: _____
Yes No Food Preparation On-Site? Charcoal Electric Gas
Yes No Tents or Stages On-Site? If yes, what sizes: Stage in our sanctuary
Yes No Other Structures On-Site? If yes, please explain: Sign across street | 17' above street
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: TBD
If yes, please describe or provide an attachment of your plan: off duty officers for security

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: TBD
If yes, the Barricade Co. providing equipment for the street closure must submit the plan in CAD/Electronic Format.
Equipment Setup: Date: TBD Time: TBD Equipment Pickup: Date: TBD Time: TBD
Yes No Is there Parking Available? If yes, please describe or provide an attachment of your plan: Parking lots on campus

Yes No Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: Marked handicap spaces

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: Tedford and Associates 2992345
If yes, submit certificate. If no, please explain: _____
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: _____
Clean up happens right after the event

Number of Trash Receptacles: 12 Number of Dumpsters: 2 Number of Recycling Containers: 0

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: _____

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: We just call them

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: Tonya Morgan Signature: Tonya Morgan Date: 6/29/17

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: 07.03.2017 Date routed: 07.11.2017 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: Form revised 07.11.2017. TCP pending.