



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Tulsa Balloon Festival Date(s) of Event: 6/13/18 - 6/17/18  
Location Address: 7700 S LEWIS AVE E Council District(s): 8  
Event Description: 10 hot air balloons standing up and glowing at dusk.  
Same carnival as 2017.  
Food vendors.  
Retail vendors.  
NO ALCOHOL.

**Event Category:** Festival/Celebration

**Event Includes:** Generator/Electricity, Open Flame, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 10000 Per Day: 2000

Anticipated Participants: Total: 60 Per Day: 60

Number of Events for Monthly Event:

### Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: Victory Christian Center Inc Website: www.tulsavf.com

Chief Officer of Host Organization: Jeff Geuder

Email and Phone: jgeuder@victory.com 918-491-7875

Applicant Name: Ricky Lyons

Email and Phone: tulsamedia@gmail.com 407-457-2796

Professional Event Organizer: Midflo LLC

Email and Phone: tulsamedia@gmail.com 407-457-2796 / 918-442-4860

On-site Contact: Ricky Lyons Mobile: 407-457-2796

Billing Contact: Midflo LLC Phone: 407-457-2796

Billing Address: 827 Maple Forest Ave Minneola, FL 34715

### ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 06/12/2018 Time: 5pm

Street Closure for Event Setup: Date: Time:

Street(s) to be Closed for Event Setup: NA

**Event Start:** Date: 06/13/2018 Time: 5pm

Street Closure for Event Start: Time:

Street(s) to be Closed for Event Start: NA

Run, Walk, Parade Start Time:

Daily Event Hours: 5pm to 10pm

**Event End:** Date: 06/17/2018 Time: 10pm

Street Reopens after Event End: Date: Time:

**Event Teardown:** Date: 06/17/2018 Time: 10pm

Street Reopens after Event Teardown: Date: Time:

### ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable

Number of Food Vendors: 14

Number of Food Trucks: 14

Food Cooked on-site: Yes Fuel(s) to be used: Electric

Number of Item Vendors: 25 Number of Service Vendors: 0

Number of Tents/Canopies: 25 10x10 Provider and Phone: Individual vendor tents

Number of Inflatables: 0 Provider and Phone: .

Number of Amusement Rides: 18 Provider and Phone: Ottaway Amusement Co. 316-648-7879

Use of fireworks, rockets, lasers, or other pyrotechnics: No

Provider and Phone: .

## **Security, Medical, Traffic Control, Crowd Management and Parking Plans**

Security and/or Police: Contact, Email and Phone: TCSO Mike Moore 918-596-8703 mmoore@tcsso.org 918-734-5948

Medical and/or First Aid Services: Contact, Email and Phone: Volunteer first aid as in 2017 and 2016

Traffic Control Barricade Company: Contact, Email and Phone: NA

Equipment Setup: Date:                      Time:                      Equipment Pickup: Date:                      Time:

Crowd Management Fencing Company: Contact, Email and Phone: NA

Equipment Setup: Date:                      Time:                      Equipment Pickup: Date:                      Time:

Parking Type: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone:

## **Sponsor and Other Event Information**

Event Sponsor(s): Coke

QT

Reasors

Remax

Flyine Tee

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:    Provider and Phone: Contactors Portable 918-841-7599

Total Number of Portable Toilets: 20                      Number of ADA Accessible Portable Toilets: 4

Equipment Setup: Date:    06/12/2018                      Time: 5pm

Equipment Pickup: Date:    06/18/2018                      Time: 8am

Other information:    We are using same suppliers for every aspect of event in 2016 & 17.

We have never had a reportable incident of any kind.

We have a kid's zone with pony rides.

We have Tulsa County Helicopter Rides. Chick Dixon 918-948-3579.

## **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Meggie McDonald & Weston Horn -Acoustic / Family friendly pop covers

Sound Amplification: Yes

Start Time: 5pm

Finish Time: 10pm

Please describe the sound equipment that will be used for your event:

Portable stage with four speakers as 2017. Not overtly loud, just enough for people spectating.

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Describe hot air balloons, fire lanterns or similar devices used at event:

10 hot air balloons standing up and glowing at dusk. No flying.

Describe the use of any signs, banners, decorations, or special lighting used at event:

## **Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: 40 trash cans / Dumpster / Site cleaned every evening and again in the morning to pick up anything missed.

Number of Trash Receptacles: 40

Number of Dumpsters: 1

Number of Recycling Containers: 20

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents, Schools, Businesses, Places of Worship

## **Avidavit of Applicant**

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I certify that the information contained in this 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 this Event. I agree to comply with all requirements of the City, County and State, and any other regulatory entity related to this Event. I agree to pay and be financially responsible for any costs and fees that may be incurred by the City of Tulsa due to the Event. I further agree to indemnify and hold harmless the City of Tulsa, and all City of Tulsa officers, employees, agents, representatives, from any claims (including cost of defending such claims) or damages that may arise from activities related to the Event. I understand that a Permit does not excuse my failure to comply with orders of law enforcement personnel, firefighters, City Event personnel, or emergency workers, and does not provide immunity from civil claims of third parties that are based upon injuries sustained at, or in conjunction with this Event.

Initials: \_\_\_\_\_

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**For City of Tulsa Special Events Committee Use Only**

Date received: 06.11.2018      Date routed: 06.11.2018      Date for review: Email Review

Special Events Committee Recommendation: \_\_\_\_\_

Date routed to Mayor: \_\_\_\_\_      Mayor's Recommendation: \_\_\_\_\_

Date routed to Council: \_\_\_\_\_      City Council Approval: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_      Comments: \_\_\_\_\_



## Event Zoomed Out



**Event Area** (Utica Park Clinic not included)



**Parking Area**

**Not to scale - Using only Victory Property  
Parking area for clinic will be blocked by  
security**



## **Traffic Plan**



**Traffic flow in**

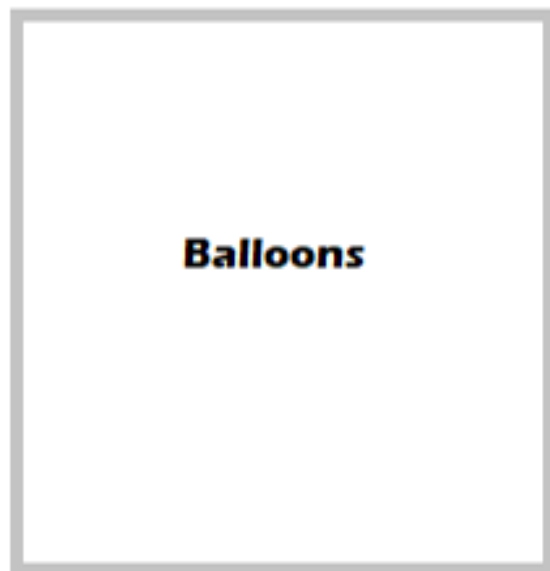


**Traffic flow out**

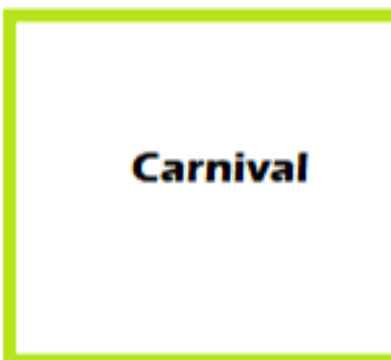


**Helicopter  
Rides**

**Stage**



**Balloons**



**Food Vendors**



**Retail Vendors**