



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Kendall Whittier After Five Date(s) of Event: June 14, 2018
Location Address: 10 S LEWIS AVE E Council District(s): 4
Event Description: Free outdoor concert series
Event Category: Concert/Performance
Event Includes: Tent/Canopy, No Parking Signage
Anticipated Attendance: Total: 250 Per Day: 250
Anticipated Participants: Total: 250 Per Day: 250
Number of Events for Monthly Event: 2

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Kendall Whittier Main Street Website: www.visitkendallwhittier.com/afterfive
Chief Officer of Host Organization: Ed Sharrer
Email and Phone: historickwms@gmail.com 918-633-1934
Applicant Name: Kendall Whittier Main Street
Email and Phone: historickwms@gmail.com 918-633-1934
Professional Event Organizer:
Email and Phone:
On-site Contact: Ed Sharrer Mobile: 918-633-1934
Billing Contact: Kendall Whittier Main Street Phone: 918-633-1934
Billing Address: 2216 Admiral
Tulsa OK 74110

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>06/14/2018</u>	Time: <u>1:00pm</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	NA	
 Event Start:	 Date: <u>06/14/2018</u>	 Time: <u>5:30pm</u>
Street Closure for Event Start:		Time:
Street(s) to be Closed for Event Start:	NA	
Run, Walk, Parade Start Time:		
Daily Event Hours:	<u>5:30 - 9:00pm</u>	
 Event End:	 Date: <u>06/14/2018</u>	 Time: <u>9:00pm</u>
Street Reopens after Event End:	Date:	Time:
 Event Teardown:	 Date: <u>06/14/2018</u>	 Time: <u>9:00 - 10:00pm</u>
Street Reopens after Event Teardown:	Date:	Time:

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Free low point Beer, Free Alcohol/wine/high point beer</u>
Number of Food Vendors:	<u>0</u>
Number of Food Trucks:	<u>0</u>
Food Cooked on-site:	<u>No</u> Fuel(s) to be used:
Number of Item Vendors:	<u>0</u> Number of Service Vendors: <u>0</u>
Number of Tents/Canopies:	4 10x10 Provider and Phone:
Number of Inflatables:	<u>0</u> Provider and Phone: <u>1</u>
Number of Amusement Rides:	<u>0</u> Provider and Phone:
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>
Provider and Phone:	<u>1</u>

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

Security and/or Police: Contact, Email and Phone: Tim O'Keefe, Retired TPD, 918-697-8348

Medical and/or First Aid Services: Contact, Email and Phone: NA

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: Street, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: _____

Sponsor and Other Event Information

Event Sponsor(s): Fowler Toyota of Tulsa, Tulsa Habitat for Humanity

Name of Park and Location, if applicable: _____

Drone: No

Portable Toilets: _____ Provider and Phone: _____

Total Number of Portable Toilets: 0 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: _____ Time: _____

Equipment Pickup: Date: _____ Time: _____

Other information: _____

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: June 14 - Brad James Band, blues/rock
July 12 - tba, jazz band

Sound Amplification: Yes

Start Time: 5:30pm

Finish Time: 9:00pm

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

Portable PA

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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

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

Small stage lights

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will have two trash cans and recycling containers, private dumpster off-site for disposal.

Number of Trash Receptacles: 2

Number of Dumpsters: 0

Number of Recycling Containers: 2

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Businesses, Business Association

Avidavit of Applicant

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: _____

For City of Tulsa Special Events Committee Use Only

Date received: 05.25.2018 Date routed: 06.11.2018 Date for review: Email Review

Special Events Committee Recommendation: _____ ☐ Yes ☐ No ☐ Yes

Date routed to Mayor: _____ Mayor's Recommendation: _____ ☐ No

Date routed to Council: _____ City Council Approval: _____

Date Permit Issued: _____ Comments: _____



2018 Dates:

May 10

June 14

July 12

August 9

September 13

October 11

5:30 - 9:00pm



ADMIRAL BLVD

LEWIS AVE

