



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### ***Summary of Event***

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Name of Event: Gathering Place Parade and Opening Ceremony Date(s) of Event: 9/8/18  
Location Address: 2650 S JOHN WILLIAMS WAY E Council District(s): 4  
Event Description: Parade and opening ceremony to celebrate the opening of The Gathering Place

**Event Category:** Parade

**Event Includes:** Private Park, Public Right of Way, Street Closure

Anticipated Attendance: Total: 10000 Per Day: 10000

Anticipated Participants: Total: 100 Per Day: 100

Number of Events for Monthly Event: NA

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

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Host Organization: Gathering Place Website: www.gatheringplace.org

Chief Officer of Host Organization: Jimmy Cruz

Email and Phone: jcruz@gatheringplace.org 918-947-6221

Applicant Name: Robert Wallace

Email and Phone: rob@guthriegreen.com 918-640-6645

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Jimmy Cruz Mobile: 407-761-4676

Billing Contact: Guthrie Green Phone: 918-640-6645

Billing Address: 111 East Brady Street East Mathew B. Brady Street  
Tulsa OK 74103

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

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**Event Setup:** Date: 09/08/2018 Time: 5am  
Street Closure for Event Setup: Date: 09/08/2018 Time: 7am  
Street(s) to be Closed for Event Setup: Riverside Dr between 21st St and 31st St - Traffic control for staging area from 21st St. to Woodward Blvd  
**Event Start:** Date: 09/08/2018 Time: 7am  
Street Closure for Event Start: Time: 7am  
Street(s) to be Closed for Event Start: Riverside Dr between 21st St and 31st St - Traffic control for staging area from 21st St. to Woodward Blvd  
Run, Walk, Parade Start Time: 8:30am  
Daily Event Hours: 8am - 12pm noon  
**Event End:** Date: 09/08/2018 Time: 12pm  
Street Reopens after Event End: Date: 09/10/2018 Time: Varies  
**Event Teardown:** Date: 09/08/2018 Time: 12pm  
Street Reopens after Event Teardown: Date: 09/10/2018 Time: Varies

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

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 0  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number of Tents/Canopies: 0 Provider and Phone: NA  
Number of Inflatables: 0 Provider and Phone: NA  
Number of Amusement Rides: 0 Provider and Phone: NA  
Use of fireworks, rockets, lasers, or other pyrotechnics: Yes  
Provider and Phone: NA

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

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Security and/or Police: Contact, Email and Phone: TPD Special Events Unit  
(918) 586-6054  
Neetin Sen Owl Nite Security  
(918) 951-5501  
Perry Marker  
Gathering Place Security  
(918) 630-5009

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: Parking not available

Transportation Service: Shuttle Service

Transportation Service: Contact, Email and Phone: Kevin Sparks  
(918) 830-0315

## **Sponsor and Other Event Information**

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Event Sponsor(s): TBD

Name of Park and Location, if applicable: Gathering Place and River Park's Trail

Drone: Yes

Portable Toilets:    Provider and Phone: NA

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

Equipment Setup: Date:                      Time:

Equipment Pickup: Date:                      Time:

Other information: NA

## **Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: Varies

Performer/Band name and music type: See attached list

Sound Amplification: Yes

Start Time: 8:30am.

Finish Time: 10am

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

Varies

Sound checks conducted prior to the event: Yes

Start Time: Varies

Finish Time: Varies

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

NA

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

NA

## **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: Clean up of event area will be excited by staff at the direction of GGp Parks LLC (Gathering Place)

Number of Trash Receptacles: 30

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:

Residents, Neighborhood Association

## **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: On File

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

Date received: 08.13.2018      Date routed: 08.23.2018      Date for review: 08.29.2018

Special Events Committee Recommendation: Email Review      ☒ Yes ☐ No

Date routed to Mayor: 08.23.2018      Mayor's Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

Date routed to Council: 08.23.2018      City Council Approval: \_\_\_\_\_ ☐ Yes ☐ No

Date Permit Issued: \_\_\_\_\_      Comments: Form revised and map attached 08.23.2018

