



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Annual Block Party

Date(s) of Event: September 22, 2018

Location Address: 506 N CHEYENNE AVE W

Council District(s): 4

Event Description: Block Party with games, live music, and food

**Event Category:** Street/Block Party

**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Live Entertainment, Street Closure

Anticipated Attendance: Total: 500

Per Day: 500

Anticipated Participants: Total: 500

Per Day: 500

Number of Events for Monthly Event: NA

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

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Host Organization: John 3:16 Mission

Website: www.john316mission.org

Chief Officer of Host Organization: James Hudgins

Email and Phone: jhudgins@john316mission.org 918-587-1187

Applicant Name: James Hudgins

Email and Phone: jhudgins@john316mission.org 918-587-1187

Professional Event Organizer: NA

Email and Phone:

On-site Contact: James Hudgins

Mobile: 918-704-5966

Billing Contact: John 3:16 Mission

Phone: 918-587-1187

Billing Address: 506 North Cheyenne Avenue  
Tulsa OK 74103

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

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**Event Setup:** Date: 09/22/2018 Time: 12:00 p.m.  
Street Closure for Event Setup: Date: 09/22/2018 Time: 12:00 p.m.  
Street(s) to be Closed for Event Setup: Easton St between Cheyenne Ave & Denver Ave

**Event Start:** Date: 09/22/2018 Time: 4:00 p.m.  
Street Closure for Event Start: Date: 09/22/2018 Time: 12:00 p.m.  
Street(s) to be Closed for Event Start: Easton St between Cheyenne Ave & Denver Ave  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 4 to 8 p.m.

**Event End:** Date: 09/22/2018 Time: 8:00 p.m.  
Street Reopens after Event End: Date: 09/22/2018 Time: 8:00 p.m.  
**Event Teardown:** Date: 09/22/2018 Time: 7:00 p.m.  
Street Reopens after Event Teardown: Date: 09/22/2018 Time: 8:00 p.m.

### ***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: 6 Provider and Phone: Personal property of host organization - John 3:16 Mission  
Number of Inflatables: 7 Provider and Phone: Jumping Jiminy - 918-291-5867,  
Number of Amusement Rides: 0 Provider and Phone: NA  
Use of fireworks, rockets, lasers, or other pyrotechnics: No  
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: OWL Security, owlntesecurity.com, 918-794-7003

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

Traffic Control Barricade Company: Contact, Email and Phone: RoadSafe Traffic Systems,  
bholder@roadsafetraffic.com,  
918-425-4550

Equipment Setup: Date: 09/22/2018 Time: 12:00 p.m. Equipment Pickup: Date: 09/24/2018 Time: 12:00 p.m.

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

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

Parking Type: Street

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): NA

Name of Park and Location, if applicable: NA

Drone: Yes

Portable Toilets: Provider and Phone: Porta-John, Tulsa, 918-836-2134

Total Number of Portable Toilets: 3 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 09/21/2018 Time: 12:00 p.m.

Equipment Pickup: Date: 09/24/2018 Time: 12:00 p.m.

Other information: NA

## **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: John 3:16 Mission Worship Band,  
Christian Worship Music

Sound Amplification: Yes

Start Time: 4:00 p.m.

Finish Time: 7:00 p.m.

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

200 watt small system used in a venue with 200 or less

Sound checks conducted prior to the event: Yes

Start Time: 3:00 p.m.

Finish Time: 3:30 p.m.

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:

Large banner attached to side of banner - 3' X 21'

## **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: Staff and Volunteers will handle all clean-up

Number of Trash Receptacles: 10

Number of Dumpsters: 4

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: There are no businesses or churches open during this event and no residential homes near our location.

## **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: 08.20.2018      Date routed: 09.05.2018      Date for review: 09.12.2018

Special Events Committee Recommendation: 08.29.2018      ☒ Yes ☐ No

Date routed to Mayor: 09.06.2018      Mayor's Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

Date routed to Council: 09.06.2018      City Council Approval: \_\_\_\_\_ ☐ Yes ☐ No

Date Permit Issued: \_\_\_\_\_      Comments: Form revised and map attached 09.05.2018

