



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Brookside Block Party at the Ballet

Date(s) of Event: 9/20/18

Location Address: 1212 E 45TH PL S

Council District(s): 9

Event Description: Free event in parking lot featuring live music, food trucks, etc

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Generator/Electricity, Beer/Alcohol Sales, Live Entertainment, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 300

Per Day: 300

Anticipated Participants: Total: 0

Per Day: 0

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Ballet Theatre Inc

Website: www.tulsaballet.org

Chief Officer of Host Organization: Scott Black

Email and Phone: 918-749-6030

Applicant Name: Katie Grassmyer

Email and Phone: katie.grassmyer@tulsaballet.org 918-749-6030

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Katie Grassmyer

Mobile: 918-749-6030

Billing Contact: TULSA BALLET THEATRE INC

Phone: 918-749-6030

Billing Address: 1212 E 45th PI S
Tulsa OK 74105-4508

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/20/2018 Time: 12:00 p.m.
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 09/20/2018 Time: 5:00 p.m.
Street Closure for Event Start: Time:
Street(s) to be Closed for Event Start: NA
Run, Walk, Parade Start Time: NA
Daily Event Hours: 5:00 to 8:00 p.m.

Event End: Date: 09/20/2018 Time: 8:00 p.m.
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 09/20/2018 Time: 8:00 p.m.
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Low point Beer Sales
Number of Food Vendors: 0
Number of Food Trucks: 3
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 3 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: No
Provider and Phone: NA

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

Security and/or Police: Contact, Email and Phone: Diamond Security, 918-591-2599, Brandi 918-810-0383)

Medical and/or First Aid Services: Contact, Email and Phone: On-site First Aid Kit - Tulsa Ballet,
katie.grassmyer@tulsaballet.org, 918-749-6030

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: NA

Sponsor and Other Event Information

Event Sponsor(s): Tulsa Ballet

Name of Park and Location, if applicable: NA

Drone: No

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

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Live band - act not yet confirmed

Sound Amplification: Yes

Start Time: 4:30 p.m.

Finish Time: 7:30 p.m.

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

TBD

Sound checks conducted prior to the event: Yes

Start Time: 4:30 p.m. Finish Time: 5:00 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:

NA

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Staff will walk through and clean up during and after the event. Building crew to clean up after.

Number of Trash Receptacles: 4

Number of Dumpsters: 2

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: Clean Sweep, 918-812-7723

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Businesses

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: On File

For City of Tulsa Special Events Committee Use Only

Date received: 07.06.2018 Date routed: 09.01.2018 Date for review: 09.12.2018

Special Events Committee Recommendation: _____ ☐ Yes ☐ No

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

Date routed to Council: _____ City Council Approval: _____ ☐ Yes ☐ No

Date Permit Issued: _____ Comments: Form revised 09.01.2018.

ENTRANCE

E 45th Pl

no street closures

E 45th Pl

Peoria Ave

music

food truck

food truck

table

table

table

food truck

vendo

vendo

info tents

beer

vendo

vendo

City Church

Tulsa Ballet Theater, Inc.
Dance school &
ballet performances

La Hacienda

Vapor Kings Electronic
Cigarettes Tulsa Peoria

main
parking

ada parking

main
parking

additional
parking

S Peoria Ave

S Peoria Ave