



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: CF Cycle for Life Night Ride Date(s) of Event: September 14, 2018
Location Address: 111 E MATHEW BRADY ST N Council District(s): 4, 9
Event Description: Cycling Event
Event Category: Athletic/Recreation
Event Includes: Amplified Sound, Tent/Canopy, Private Park, Public Right of Way, Police Escort
Anticipated Attendance: Total: 200 Per Day: 200
Anticipated Participants: Total: 150 Per Day: 150
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Cystic Fibrosis Foundation Website: http://fightcf.cff.org/site/TR?
Chief Officer of Host Organization: JoAnn Winn fr_id=6967&pg=entry
Email and Phone: jwinn@cff.org
Applicant Name: Jenny Morris
Email and Phone: jemorris@cff.org 918-744-6354
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Jenny Morris Mobile: 580-656-6175
Billing Contact: Cystic Fibrosis Foundation Phone: 918-744-6354
Billing Address: 2642 East 21st Street 100
Tulsa OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/14/2018 Time: 9:00AM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 09/14/2018 Time: 5:00pm
Street Closure for Event Start: Date: 09/14/2018 Time: 6:30pm
Street(s) to be Closed for Event Start: Intermittent Traffic Control - Police Escort - See Route Map
Run, Walk, Parade Start Time: Ride 6:30 p.m.
Daily Event Hours: Registration 5 p.m.

Event End: Date: 09/14/2018 Time: 10:30pm
Street Reopens after Event End: Date: 09/14/2018 Time: 10pm

Event Teardown: Date: 09/14/2018 Time: 10:30pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 1
Number of Food Trucks: 0
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 2 Provider and Phone: Party Pro Rents, 918-622-8102
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: TPD Special Events Unit,
(918) 586-6054

Medical and/or First Aid Services: Contact, Email and Phone: EMSA, Holly Jones, 405-297-7131

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

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Coney Islander, Genetech,

Name of Park and Location, if applicable: River Parks
2100 S Jackson Ave

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: DJ

Sound Amplification: Yes

Start Time: 6:00pm

Finish Time: 10:00pm

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

DJ with Speakers- Guthrie Green

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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:

Signs and lighting

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Will Clean up night of with volunteers, Rental company with tear down tents and pick up rentals that evening

Number of Trash Receptacles: 10

Number of Dumpsters: 0

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: No complete street closure

Other entities River Parks Authority

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: 05.17.2018 Date routed: 09.06.2018 Date for review: 09.12.2018

Special Events Committee Recommendation: _____

Date routed to Mayor: _____ Mayor's Recommendation: _____

Date routed to Council: _____ City Council Approval: _____

Date Permit Issued: _____ Comments: Map revised 08.29.18. Form revised 09.06.18.

Police Escort from
Point A to First Star
(Volunteer Staff)

Route Map

Police Assisted
Crossing at 21st St

Police Assisted
Crossings at 33rd
St and 31st St.



