



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Edison Homecoming Parade Date(s) of Event: Sept. 21, 2018  
Location Address: 2906 E 41ST ST S Council District(s): 9  
Event Description: Parade along 41st St. between Delaware Ave and Florence Ave  
**Event Category:** Parade  
**Event Includes:** Public Right of Way, Street Closure  
Anticipated Attendance: Total: 1400 Per Day: 1400  
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: Tulsa Public Schools- Edison HS Website: NA  
Chief Officer of Host Organization: Suzanne Schreiber  
Email and Phone: griffsu@tulsaschools.org 918-746-8500  
Applicant Name: Susan Griffin  
Email and Phone: griffsu@tulsaschools.org 918-746-8500  
Professional Event Organizer: NA  
Email and Phone:  
On-site Contact: Susan Griffin Mobile: 918-746-8500  
Billing Contact: Tulsa Public Schools- Edison HS Phone: 918-746-8500  
Billing Address: c/o Susan Griffin 2906 E. 41st,  
Tulsa OK 74105

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

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**Event Setup:** Date: 09/21/2018 Time: 12:45 pm  
Street Closure for Event Setup: Date: 09/21/2018 Time: 12:45 pm  
Street(s) to be Closed for Event Setup: Delaware Ave between 41st St and 39th St

**Event Start:** Date: 09/21/2018 Time: 1:00 pm  
Street Closure for Event Start: Date: 09/21/2018 Time: 12:45 pm  
Street(s) to be Closed for Event Start: 41st between Delaware Ave and Florence Ave; Florence Ave between 41st St and 42nd St  
Run, Walk, Parade Start Time: 1:15 pm  
Daily Event Hours: NA

**Event End:** Date: 09/21/2018 Time: 1:45 pm  
Street Reopens after Event End: Date: 09/21/2018 Time: 2:00 pm

**Event Teardown:** Date: 09/21/2018 Time: 1:45 pm  
Street Reopens after Event Teardown: Date: 09/21/2018 Time: 2:00 pm

### ***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: 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: TPS Campus Police - Pending contact

Medical and/or First Aid Services: Contact, Email and Phone: Edison school nurse - Pending contact

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**

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Event Sponsor(s): Edison High School Student Council

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: Request 2 TPD motorcycle officers to lead the parade

## **Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 50

Performer/Band name and music type: HS marching band

Sound Amplification: No

Start Time:

Finish Time:

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

NA

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:

4 Floats

## **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: Student Council officers will come after the parade and clean up, Edison High School Student Council, 918-746-8500

Number of Trash Receptacles: 5

Number of Dumpsters: 2

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

## **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: 09.05.2018      Date routed: 09.07.2018      Date for review: 09.12.2018

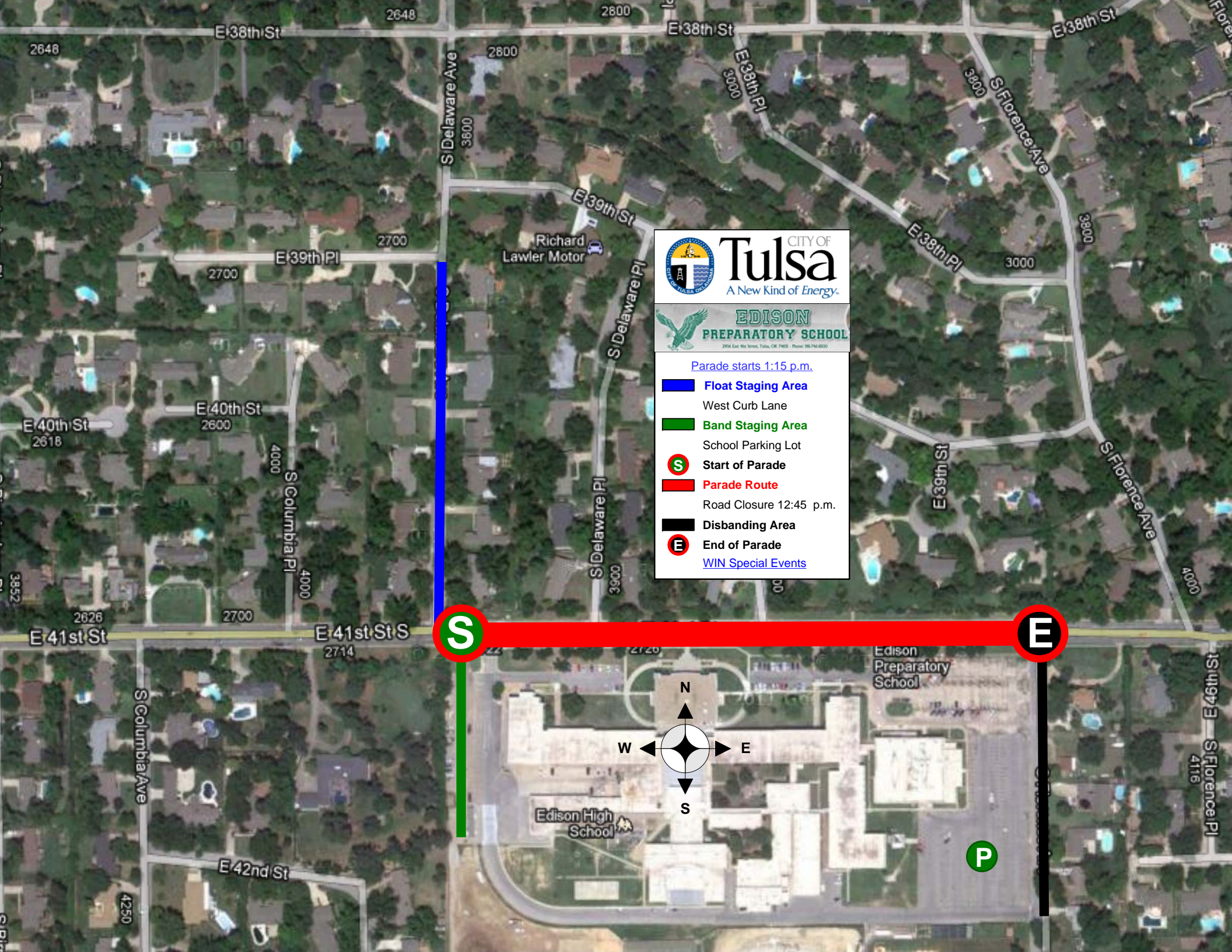
Special Events Committee Recommendation: Email Review      ☒ Yes ☐ No


Date routed to Mayor: 09.07.2018      Mayor's Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

Date routed to Council: 09.07.2018      City Council Approval: \_\_\_\_\_ ☐ Yes ☐ No

Date Permit Issued: \_\_\_\_\_      Comments: Form revised and map attached 09.07.2018








CITY OF

Tulsa

A New Kind of Energy.





EDISON


PREPARATORY SCHOOL


200 East 4th Street, Tulsa, OK 74103 Phone: (918) 746-0500

[Parade starts 1:15 p.m.](#)


 **Float Staging Area**  
West Curb Lane

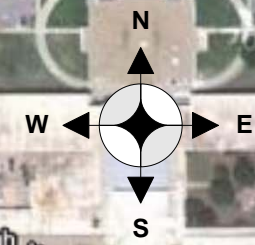
 **Band Staging Area**  
School Parking Lot

 **Start of Parade**

 **Parade Route**  
Road Closure 12:45 p.m.

 **Disbanding Area**

 **End of Parade**  
[WIN Special Events](#)



Edison High School

Edison Preparatory School

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