



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Kendall Whittier Mercado Date(s) of Event: September 15, 2018  
Location Address: 10 S LEWIS AVE E Council District(s): 4  
Event Description: Outdoor artisan market with a cultural celebration, including traditional dancers, mariachi band, and kids area.  
**Event Category:** Festival/Celebration  
**Event Includes:** Amplified Sound, Tent/Canopy, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Private Property  
Anticipated Attendance: Total: 500 Per Day: 500  
Anticipated Participants: Total: 15 Per Day: 15  
Number of Events for Monthly Event: NA

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

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Host Organization: Kendall Whittier Main Street Website: NA  
Chief Officer of Host Organization: Ed Sharrer  
Email and Phone: historickwms@gmail.com 918-633-1934  
Applicant Name: Ed Sharrer  
Email and Phone: historickwms@gmail.com 918-633-1934  
Professional Event Organizer: NA  
Email and Phone:  
On-site Contact: Ed Sharrer Mobile: 918-633-1934  
Billing Contact: Kendall Whittier Main Street Phone: 918-633-1934  
Billing Address: 2216 Admiral  
Tulsa OK 74110

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

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<b>Event Setup:</b>	Date: <u>09/15/2018</u>	Time: <u>8:00am</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	NA	
 <b>Event Start:</b>	 Date: <u>09/15/2018</u>	 Time: <u>9:00am</u>
Street Closure for Event Start:	Date:	Time:
Street(s) to be Closed for Event Start:	<u>NA</u>	
Run, Walk, Parade Start Time:	<u>NA</u>	
Daily Event Hours:	<u>9:00am - 6:00pm</u>	
 <b>Event End:</b>	 Date: <u>09/15/2018</u>	 Time: <u>6:00pm</u>
Street Reopens after Event End:	Date:	Time:
 <b>Event Teardown:</b>	 Date: <u>09/15/2018</u>	 Time: <u>7:00pm</u>
Street Reopens after Event Teardown:	Date:	Time:

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

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Beer Sales, Alcohol Sales:	<u>Not Applicable</u>	
Number of Food Vendors:	<u>0</u>	
Number of Food Trucks:	<u>1</u>	
Food Cooked on-site:	<u>Yes</u>	Fuel(s) to be used: <u>Electric</u>
Number of Item Vendors:	<u>15</u>	Number of Service Vendors: <u>0</u>
Number of Tents/Canopies:	<u>15</u>	Provider and Phone: <u>Vendor owned</u>
Number of Inflatables:	<u>1</u>	Provider and Phone: <u>Jumpin Jiminy, 918-291-5867,</u>
Number of Amusement Rides:	<u>0</u>	Provider and Phone: <u>NA</u>
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>	
Provider and Phone:	<u>NA,</u>	

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

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Security and/or Police: Contact, Email and Phone: Tim O'Keefe, 918-697-8348

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: Street, 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): Fowler Toyota of Tulsa, Supermercados Morelos

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:    Provider and Phone: At Your Service, 918-272-0568

Total Number of Portable Toilets: 2                      Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 09/14/2018                      Time: 4:00pm

Equipment Pickup: Date: 09/17/2018                      Time: 10:00am

Other information: NA

## **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 3

Performer/Band name and music type: Tonatiuh Dance Company  
Danza Azteca  
Mariachi Santa Domingo

Sound Amplification: Yes

Start Time: 9:00am

Finish Time: 6:00pm

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

Portable PA

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:

Banners hung on wall with bungee cords.

## **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: Bagged trash will be disposed in off-site private dumpster.

Number of Trash Receptacles: 2

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, Businesses, Business 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: 09.10.2018 Date routed: 09.11.2018 Date for review: Email Review

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: \_\_\_\_\_



**September 15, 2018**  
10:00am - 6:00pm  
Up to 15 booths



ADMIRAL BLVD

LEWIS AVE

