



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Rock the Block Party Date(s) of Event: September 23, 2018
Location Address: 3515 S HARVARD AVE E Council District(s): 9
Event Description: Neighborhood block party - Anyone is welcome.
Event Category: Street, Lane, or Sidewalk Closure
Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Inflatables, Private Property, Street Closure
Anticipated Attendance: Total: 350 Per Day: 350
Anticipated Participants: Total: 0 Per Day: 0
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Christ United Methodist Church Website: www.cumctulsa.com
Chief Officer of Host Organization: Lisa Bennett
Email and Phone: lbennett@cumctulsa.com 918-301-6226
Applicant Name: Lisa Bennett
Email and Phone: lbennett@cumctulsa.com 918-301-6226
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Lisa Bennett Mobile: 918-301-6226
Billing Contact: Christ United Methodist Church Phone: 918-301-6226
Billing Address: 3515 S Harvard Ave
Tulsa OK 74135

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/23/2018 Time: 4:30 pm
Street Closure for Event Setup: Date: 09/23/2018 Time: 4:30 pm
Street(s) to be Closed for Event Setup: Indianapolis Ave between 35th St and 36th St

Event Start: Date: 09/23/2018 Time: 5:30 pm
Street Closure for Event Start: Date: 09/23/2018 Time: 4:30 pm
Street(s) to be Closed for Event Start: Indianapolis Ave between 35th St and 36th St
Run, Walk, Parade Start Time: NA
Daily Event Hours: 5:30 to 7:30 pm

Event End: Date: 09/23/2018 Time: 7:30 pm
Street Reopens after Event End: Date: 09/23/2018 Time: 8 pm

Event Teardown: Date: 09/23/2018 Time: 7:30 pm
Street Reopens after Event Teardown: Date: 09/23/2018 Time: 8 pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 1
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 5 Provider and Phone: Church owned
Number of Inflatables: 2 Provider and Phone: Sunshine Party Jumps, (918) 269-8163
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: Off-duty TPD Mitch Helberg, Pending

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

Traffic Control Barricade Company: Contact, Email and Phone: Church Owned

Equipment Setup: Date: 09/23/2018 Time: 4:30 pm Equipment Pickup: Date: 09/23/2018 Time: 8 pm

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): Christ United Methodist Church

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: Public Access to toilets in the building including ADA compliant facilities

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 2

Performer/Band name and music type: The Fabulous MidLife Crisis Band is scheduled to perform as well as a few songs by Tulsa Performing Arts Academy (elementary and middle school kiddos)

Sound Amplification: Yes

Start Time: 6 pm

Finish Time: 7:30 pm

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

Standard band equipment and speakers

Sound checks conducted prior to the event: Yes

Start Time: 5:30 pm

Finish Time: 6 pm

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: Volunteers and staff will clean and have parking lot/street in normal working order by 8 pm.

Number of Trash Receptacles: 4

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, Places of Worship

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: 07.10.2018 Date routed: 09.01.2018 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: 09.10.2018 ☒ Yes ☐ No

Date routed to Council: 09.06.2018 City Council Approval: 09.12.2018 ☒ Yes ☐ No

Date Permit Issued: _____ Comments: Form and map revised 09.01.2018

