



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Annual Parish Picnic Date(s) of Event: October 7, 2018  
Location Address: 1520 S ROCKFORD AVE E Council District(s): 4  
Event Description: Parish Picnic that is open to the neighborhood  
**Event Category:** Street/Block Party  
**Event Includes:** Private Park, Public Right of Way, Open Flame, Private Property, Street Closure  
Anticipated Attendance: Total: 200 Per Day: 200  
Anticipated Participants: Total: 200 Per Day: 200  
Number of Events for Monthly Event: NA

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

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Host Organization: Christ the King Church Website: www.christthekingcatholic.church  
Chief Officer of Host Organization: Maria Barnes  
Email and Phone: m.veliz@sbcglobal.net 918-584-4788  
Applicant Name: Christ the King Church  
Email and Phone: m.veliz@sbcglobal.net 918-584-4788  
Professional Event Organizer: NA  
Email and Phone:  
On-site Contact: Maria Barnes Mobile: 919-706-2252  
Billing Contact: Christ the King Church Phone: 918-584-4788  
Billing Address: 1520 South Rockford Avenue  
Tulsa OK 74120

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

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**Event Setup:** Date: 10/07/2018 Time: 12:00 pm  
Street Closure for Event Setup: Date: 10/07/2018 Time: 12:00 pm  
Street(s) to be Closed for Event Setup: 16th St between Quincy Ave and Rockford Ave

**Event Start:** Date: 10/07/2018 Time: 4:00 pm  
Street Closure for Event Start: Date: 10/07/2018 Time: 12:00 pm  
Street(s) to be Closed for Event Start: 16th St. between Quincy Ave and Rockford Ave  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 4:00 to 7:00 pm

**Event End:** Date: 10/07/2018 Time: 7:00 pm  
Street Reopens after Event End: Date: 10/07/2018 Time: 8:00 pm

**Event Teardown:** Date: 10/07/2018 Time: 8:00 pm  
Street Reopens after Event Teardown: Date: 10/07/2018 Time: 8:00 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: Yes Fuel(s) to be used: Charcoal  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number of Tents/Canopies: 0 Provider and Phone:  
Number of Inflatables: 1 Provider and Phone: TBD  
Number of Amusement Rides: 0 Provider and Phone:  
Use of fireworks, rockets, lasers, or other pyrotechnics: No  
Provider and Phone:

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

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Security and/or Police: Contact, Email and Phone: No

Medical and/or First Aid Services: Contact, Email and Phone: No

Traffic Control Barricade Company: Contact, Email and Phone: RoadSafe Traffic Systems,  
(918) 425-4550

Equipment Setup: Date: 10/07/2018 Time: 12:00 pm Equipment Pickup: Date: 10/05/2018 Time: 12:00 pm

Crowd Management Fencing Company: Contact, Email and Phone: No

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Parking not available

Transportation Service: No service

Transportation Service: Contact, Email and Phone:

### **Sponsor and Other Event Information**

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Event Sponsor(s): NA

Name of Park and Location, if applicable: No

Drone: No

Portable Toilets: Provider and Phone: No

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***

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type:

Sound Amplification: No

Start Time:

Finish Time:

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

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Describe hot air balloons, fire lanterns or similar devices used at event:

No

Describe the use of any signs, banners, decorations, or special lighting used at event:

No

### ***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: Volunteer cleanup

Number of Trash Receptacles: 3

Number of Dumpsters: 1

Number of Recycling Containers: 4

Cleanup Service Provider and Phone, if applicable: No

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents, Schools, Places of Worship

### ***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: 08.29.2018      Date routed: 09.19.2018      Date for review: 09.26.2018

Special Events Committee Recommendation: 09.19.2018      ☒ Yes ☐ No

Date routed to Mayor: 09.20.2018      Mayor's Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

Date routed to Council: 09.20.2018      City Council Approval: \_\_\_\_\_ ☐ Yes ☐ No

Date Permit Issued: \_\_\_\_\_      Comments: Form revised and map attached 09.19.2018



 **CITY OF Tulsa**  
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[Annual Parish Picnic](#)

Activities: 4 to 7 p.m.

**Road Closed: Noon to 8 p.m.**

[WIN Special Events](#)