



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Fall Festival Date(s) of Event: October 7, 2018
Location Address: 2550 E 71ST ST S Council District(s): 2
Event Description: Church Fall Festival for the community
Event Category: Festival/Celebration
Event Includes: Private Property
Anticipated Attendance: Total: 400 Per Day: 400
Anticipated Participants: Total: 400 Per Day: 400
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Christ the Redeemer Lutheran Church Website: NA
Chief Officer of Host Organization: Carinna Corbett
Email and Phone: families@ctrtulsa.org 918-492-6451
Applicant Name: Christ the Redeemer Lutheran Church
Email and Phone: families@ctrtulsa.org 918-492-6451
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Carinna Corbett Mobile: 918-549-0957
Billing Contact: Christ the Redeemer Lutheran Church Phone: 918-492-6451
Billing Address: 2550 East 71st Street
Tulsa OK 74136

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/07/2018 Time: 2:00 pm
Street Closure for Event Setup: Date: 10/07/2018 Time: 4:30 pm
Street(s) to be Closed for Event Setup: NA - Closing Parking Lot

Event Start: Date: 10/07/2018 Time: 5:00 pm
Street Closure for Event Start: Date: 10/07/2018 Time: 4:30 pm
Street(s) to be Closed for Event Start: NA - Closing Parking Lot
Run, Walk, Parade Start Time: NA
Daily Event Hours: 5:00 to 8:00 pm

Event End: Date: 10/07/2018 Time: 8:00 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

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 4
Number of Food Trucks: 4
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 1
Number of Tents/Canopies: 4 (10X10) Provider and Phone: Vendor Owned
Number of Inflatables: 4 Provider and Phone: Bounce Pro Inflatables
(918) 299-2141
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: NA

Medical and/or First Aid Services: Contact, Email and Phone: Ann Holt
(918) 808-8530

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: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone:

Sponsor and Other Event Information

Event Sponsor(s): Christ the Redeemer Lutheran Church

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: 0

Equipment Setup: Date: 10/05/2018 Time: 10:00 am

Equipment Pickup: Date: 10/08/2018 Time: 10:00 am

Other information: Overflow parking available.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Church Youth Band

Sound Amplification: Yes

Start Time: 5:00 pm

Finish Time: 8:00 pm

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

Youth Band Speakers

Sound checks conducted prior to the event: Yes

Start Time: 4:30 pm

Finish Time: 5:00 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:

Decorations and Large Banner

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will have a team of church volunteers to help with take down on October 7

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Other entities, 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: 08.23.2018 Date routed: 09.26.2018 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: Form revised 09.26.2018