



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Fun Town Halloween Festival Date(s) of Event: October 19-November 4, 2018
Location Address: 14303 E 21ST ST S Council District(s): 6
Event Description: Halloween Festival with bouncers, swings and slides, tunnels, petting zoo, zip line, food sales
Event Category: Festival/Celebration
Event Includes: Generator/Electricity, Food Sales, Merchandise Sales, Private Property
Anticipated Attendance: Total: 15000 Per Day: 500
Anticipated Participants: Total: 8 Per Day: 6
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Las Americas Website: NA
Chief Officer of Host Organization: ANTONIO PEREZ
Email and Phone: Accountingstaff1@teletul.com 918-835-3555
Applicant Name: Cesar Flores
Email and Phone: accounting@teletul.com 918-835-3555
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Cesar Flores Mobile: 918-951-8715
Billing Contact: Las Americas Phone: 918-835-3555
Billing Address: 2415 East Admiral Place
Tulsa OK 74110

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/15/2018 Time: 10:00 AM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking lot of the old Toy-R-Us Store

Event Start: Date: 10/19/2018 Time: 10:00 AM
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA
Run, Walk, Parade Start Time: NA
Daily Event Hours: 10:00 AM - 9:00 PM Daily

Event End: Date: 11/04/2018 Time: 9:00 PM
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 11/05/2018 Time: 10:00 AM
Street Reopens after Event Teardown: Date: Time:

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: Gas
Number of Item Vendors: 1 Number of Service Vendors: 0
Number of Tents/Canopies: 1 10X10 Provider and Phone: Vendor Owned
Number of Inflatables: 5 Provider and Phone: We purchased our own. Registration, inspection and insurance pending.
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: Rick - 918.378.4974

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: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Las Americas Supermercados

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: Porta John of Tulsa - 918.836.2134

Total Number of Portable Toilets: 6 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 10/18/2018 Time: 10:00 AM

Equipment Pickup: Date: 11/05/2018 Time: 10:00 AM

Other information: Fence panels, platform (inpection pending) and playground.

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

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:

Party Flags, as decoration we are using hay bales

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Everyday the trash will be picked up and placed in the dumpster

Number of Trash Receptacles: 8

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: No street closure

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: 08.29.2018 Date routed: 10.05.2018 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: Conditions & form revised 10.05.2018.

Untitled Map

Write a description for your map.

Legend

-  Feature 1
-  FUN TOWN

PARKING
LOT

EVENT

21st

E 21st

Google Earth



200 ft