



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### ***Summary of Event***

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Name of Event: Celebrate Oklahoma Day Date(s) of Event: Friday, November 16, 2018  
Location Address: 3737 S PEORIA AVE E Council District(s): 9  
Event Description: An event open to the public to celebrate Oklahoma's statehood and promote local vendors.  
**Event Category:** Festival/Celebration  
**Event Includes:** Amplified Sound, Tent/Canopy, Food Sales, Merchandise Sales, Private Property  
Anticipated Attendance: Total: 300 Per Day: 300  
Anticipated Participants: Total: 0 Per Day: 0  
Number of Events for Monthly Event: NA

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

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Host Organization: KJRH Website: NA  
Chief Officer of Host Organization: Ashley Duke  
Email and Phone: ashley.duke@kjr.com 918-748-1575  
Applicant Name: Ashley Duke  
Email and Phone: ashley.duke@kjr.com 918-748-1575  
Professional Event Organizer: NA  
Email and Phone:  
On-site Contact: Ashley Duke Mobile: 918-568-9837  
Billing Contact: KJRH Phone: 918-748-1575  
Billing Address: 3701 South Peoria Avenue  
Tulsa OK 74105

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

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**Event Setup:** Date: 11/16/2018 Time: 7 a.m.  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: NA

**Event Start:** Date: 11/16/2018 Time: 10 a.m.  
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 a.m. to 2 p.m.

**Event End:** Date: 11/16/2018 Time: 2 p.m.  
Street Reopens after Event End: Date: Time:

**Event Teardown:** Date: 11/16/2018 Time: 2 p.m.  
Street Reopens after Event Teardown: Date: Time:

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

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 4  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 5 Number of Service Vendors: 0  
Number of Tents/Canopies: 12 Provider and Phone: Vendor Owned  
Number of Inflatables: 1 Provider and Phone: Tulsa Fire Department to have (1) 9' blow up mascot.  
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**

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Security and/or Police: Contact, Email and Phone: NA

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): TBD

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:    Provider and Phone: PortaJohn of Tulsa (918) 836-2134

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

Equipment Setup: Date: 11/16/2018                      Time: 8 am

Equipment Pickup: Date: 11/16/2018                      Time: 3 pm

Other information: NA

## **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: DJ

Sound Amplification: Yes

Start Time: 10 a.m.

Finish Time: 2 p.m.

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

Speakers for DJ

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:

NA

## **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: 2 Works for You staff will remove trash during and after event.

Number of Trash Receptacles: 5

Number of Dumpsters: 1

Number of Recycling Containers: 3

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: 10.11.2018      Date routed: 11.05.2018      Date for review: 11.07.2018

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 11.05.2018.