



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Lee Supply Customer Appreciation Day Date(s) of Event: December 12th-14th, 2018
Location Address: 821 E INDEPENDENCE ST N Council District(s): 1
Event Description: Customer Appreciation Day on Lee Supply property. Special Event permit is to allow minimum parking on City of Tulsa private property for Lee Supply employees.

Event Category: Miscellaneous

Event Includes: Private Property

Anticipated Attendance: Total: Varies

Per Day: Varies

Anticipated Participants: Total: 0

Per Day: 0

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Lee Supply Website: NA
Chief Officer of Host Organization: Jamie Hagan
Email and Phone: jamie.hagan@lee-supply.com 918-587-8181
Applicant Name: Jamie Hagan
Email and Phone: jamie.hagan@lee-supply.com 918-587-8181
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Jamie Hagan Mobile: 918-935-4739
Billing Contact: Lee Supply Phone: 918-587-8181
Billing Address: 821 Independence St
Tulsa OK 74106

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 12/12/2018 Time: 8:00 am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 12/12/2018 Time: 8:00 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: 8:00 am to 5:00 pm

Event End: Date: 12/14/2018 Time: 5:00 pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 12/14/2018 Time: 5:00 pm
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: 0
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: 1-20'X40' Provider and Phone: Party Pro Rentals 918-622-8102
Number of Inflatables: 0 Provider and Phone: NA
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: 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: Unpaved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): NA

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: Customer Appreciation Day on Lee Supply property. Special Event permit is to allow minimum parking on City of Tulsa private property for Lee Supply employees.

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:

NA

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Parking area will be free of all trash and debris by Lee Supply

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

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: 12.07.2018 Date routed: 12.10.2018 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 12.10.2018

LEE SUPPLY
1973 - 2018

WE WANT TO CELEBRATE OUR 45TH ANNIVERSARY WITH YOU!

JOIN US
DECEMBER 12TH -14TH

**MEET THE LEE FAMILY & TEAM
TAKE AN INTERACTIVE TOUR OF OUR FACILITY
ENJOY FOOD & REFRESHMENTS**

**PLEASE RSVP BY DECEMBER 7TH TO
Jamie Hagan: jamie.hagan@lee-supply.com
(918)935-4739**

Contacts:

**Jonathan Honeyman: jonathan.honeyman@lee-supply.com (918)633-4040
Keith Robinson: keith.robinson@lee-supply.com (918)638-7724**
