



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: McNellie's St. Patrick's Day Celebration Date(s) of Event: 3/16/2019 to 3/18/2019
Location Address: 409 E 1ST ST S Council District(s): 4
Event Description: McNellie's St. Patrick's Day Celebration
Event Category: Festival/Celebration
Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Lane Closure, Food Sales, No Parking Signage, Street Closure
Anticipated Attendance: Total: 2000 Per Day: 2000
Anticipated Participants: Total: 2000 Per Day: 2000
Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: McNellies Website: www.mcnelliesgroup.com
Chief Officer of Host Organization: Jim OConnor
Email and Phone: 918-671-3047
Applicant Name: Scott Sipes
Email and Phone: scottasipes@gmail.com 918-382-7468
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Scott Sipes Mobile: 918-740-7225
Billing Contact: McNellies Phone: 918-382-7468
Billing Address: 409 East 1st Street
Tulsa OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 03/16/2019 Time: 9:00 AM
Street Closure for Event Setup: Date: 03/16/2019 Time: 8:00 AM
Street(s) to be Closed for Event Setup: 1st Street between Greenwood Ave and Elgin Ave

Event Start: Date: 03/17/2019 Time: 10:00 AM
Street Closure for Event Start: Date: 03/17/2019 Time: 8:00 AM
Street(s) to be Closed for Event Start: See TCP Map
Run, Walk, Parade Start Time: NA
Daily Event Hours: Depending upon weather: 03/16 - 6 p.m. to Midnight
03/17 - 10 am. to Midnight

Event End: Date: 03/18/2019 Time: 12:30 AM
Street Reopens after Event End: Date: 03/18/2019 Time: 1:00 PM
Event Teardown: Date: 03/18/2019 Time: 6:30 AM
Street Reopens after Event Teardown: Date: 03/18/2019 Time: 1:00 PM

Secondary Permits Required

Beer Sales, Alcohol Sales: High point beer sales, Alcohol Sales
Number of Food Vendors: 1
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 1 40x100 Provider and Phone: Party Pro Rents
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: TPD Quentin Houck
918-406-6039

Medical and/or First Aid Services: Contact, Email and Phone: NA

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

Equipment Setup: Date: 03/16/2019 Time: 8:00 AM Equipment Pickup: Date: 03/18/2019 Time: 10:00 AM

Crowd Management Fencing Company: Contact, Email and Phone: At Your Service
918-272-0568

Equipment Setup: Date: 03/16/2019 Time: 9:00 AM Equipment Pickup: Date: 03/18/2019 Time: 7:00 AM

Parking Type: Unpaved Lot, Paved Lot

Transportation Service: Ride Share

Transportation Service: Contact, Email and Phone: 2nd St and Detroit Ave

Sponsor and Other Event Information

Event Sponsor(s): McNellie's

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: 16 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 03/16/2019 Time: 9:00 AM

Equipment Pickup: Date: 03/18/2019 Time: 7:00 AM

Other information: The roads may reopen earlier all at the same time when all three venues are clear and cleaned after the tent and fencing are removed. Chris Armstrong will notify the barricade co. if the roads can reopen before 1 p.m.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 2

Performer/Band name and music type: DJ's

Sound Amplification: Yes

Start Time: 4:00 PM

Finish Time: 12:00 AM

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

Speakers

Sound checks conducted prior to the event: No

Start Time: 3:50 PM

Finish Time: 3:52 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:

Banners hanging under the tent

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: McNellie's Staff will cleanup

Number of Trash Receptacles: 20

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:

Businesses, Business Association

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: 12.11.2019 Date routed: 02.19.2018 Date for review: 02.27.2019

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: TCP finalized and form revised 02.19.2019





