



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Waldos Forever Fest Date(s) of Event: April 20, 2019
Location Address: 6305 E 11TH ST S A Council District(s): 5
Event Description: Celebration with food trucks, fireworks, music, vendors
Event Category: Festival/Celebration
Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Live Entertainment, Food Sales, Merchandise Sales, Private Property
Anticipated Attendance: Total: 500 Per Day: 500
Anticipated Participants: Total: 500 Per Day: 500
Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Magpie Management LLC Website: NA
Chief Officer of Host Organization: Kathy Hartwell & Dan Rogers
Email and Phone: 206-427-8666
Applicant Name: Kathy Hartwell
Email and Phone: tulsahealthcenter@gmail.com 918-350-8444
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Kathy Hartwell & Dan Rogers Mobile: 206-427-8666
Billing Contact: Route 66 Dispensary Phone: 918-350-8444
Billing Address: 6305 11th Bldg A
Tulsa OK 74112

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 04/20/2019 Time: 6:00 a.m.
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot

Event Start: Date: 04/20/2019 Time: 10:00 a.m.
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA - Parking Lot
Run, Walk, Parade Start Time: NA
Daily Event Hours: 10:00 a.m. to 6 p.m.

Event End: Date: 04/20/2019 Time: 6 p.m.
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 04/21/2019 Time: 7 p.m.
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 2
Number of Food Trucks: 2
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 12 Number of Service Vendors: 2
Number of Tents/Canopies: (12) 10x10 tents Provider and Phone: ABCO Rents
(918) 583-6557
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: Yes
Provider and Phone: NA

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Contact, Email and Phone: PHD Security Services
(918) 200-7373

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, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Maggie Events LLC

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: Aimright Portable Event Services
(918) 584-8444

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

Equipment Setup: Date: 04/19/2019 Time: 8 p.m.

Equipment Pickup: Date: 04/21/2019 Time: 8 a.m.

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 4

Performer/Band name and music type: Performers TBD. Music type - Classic Rock

Sound Amplification: Yes

Start Time: Noon

Finish Time: 6:00 p.m.

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

Live Band Sound Equipment

Sound checks conducted prior to the event: Yes

Start Time: 11:30 a.m. Finish Time: Noon

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:

Event banners, vendor banners

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will order an extra dumpster from waste management for event trash

Number of Trash Receptacles: 6

Number of Dumpsters: 2

Number of Recycling Containers: 4

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Businesses

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: 02/11/2019 Date routed: 03/30/2019 Date for review: 04/03/2019

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: Name & time-line changed 03/01/2019. Form revised
(Fireworks canceled & sound times changed) 03/30/2019.

FENCE BEHIND ROUTE 66 DISPENSARY SEPARATING LOT AND ABANDONED GRASS AREA

