City of Tulsa
SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: <u>Kendall Whittier Mercado</u>   Date(s) of Event: <u>May 18, 2019</u>

Location Address: <u>1 S LEWIS AVE E</u>   Council District(s): <u>4</u>

Event Description: <u>Open air, multicultural artisan market</u>

Event Category: <u>Farmers/Outdoor Market</u>

Event Includes: <u>Amplified Sound, Tent/Canopy, Merchandise Sales, No Parking Signage, Private Property</u>

Anticipated Attendance: Total: <u>250</u>   Per Day: <u>250</u>

Anticipated Participants: Total: <u>15</u>   Per Day: <u>15</u>

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: <u>Kendall Whittier Main Street</u>   Website: http://visitkendallwhittier.com/

Chief Officer of Host Organization: <u>Jessica Jackson</u>

Email and Phone: <u>jessica@visitkendallwhittier.com</u> <u>918-633-1934</u>

Applicant Name: Jessica Jackson

Email and Phone: <u>jessica@visitkendallwhittier.com</u> <u>918-633-1934</u>

Professional Event Organizer: NA

Email and Phone:

On-site Contact: <u>Jessica Jackson</u>   Mobile: <u>918-633-1934</u>

Billing Contact: <u>Kendall Whittier Main Street</u>   Phone: <u>918-633-1934</u>

Billing Address: <u>2205 Admiral Blvd.</u>
<u>Tulsa OK 74110</u>

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/18/2019   Time: 7:30 a.m.

Street Closure for Event Setup: Date: Time:

Street(s) to be Closed for Event Setup: NA

Event Start: Date: 05/18/2019   Time: 9 a.m.

Street Closure for Event Start: Date: Time: NA

Street(s) to be Closed for Event Start: NA

Run, Walk, Parade Start Time: NA

Daily Event Hours: 9 a.m. to 2 p.m.

Event End: Date: 05/18/2019   Time: 2 p.m.

Street Reopens after Event End: Date: Time:

Event Teardown: Date: 05/18/2019   Time: 2 p.m.

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: No   Fuel(s) to be used:

Number of Item Vendors: 15   Number of Service Vendors: 0

Number of Tents/Canopies: 15 - 10x10   Provider and Phone: Vendor Owned

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: Retired police - Tim O'Keefe
918-697-8348
union213@aol.com

Medical and/or First Aid Services: Contact, Email and Phone: First Aid Kit on site

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

Event Sponsor(s): Fowler Automotive

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: NA

Entertainment and Related Activities

Number of Stages: 0   Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes   Start Time: 9 a.m.   Finish Time: 10 a.m.

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

   Just enough to run outdoor Zumba

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:

   Two banners advertising the event, Mexican pendant flags, all temporarily installed just for event

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Vendors responsible for their own, volunteers remove customer trash

Number of Trash Receptacles: 2   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: 04/29/2019   Date routed: 05/17/2019   Date for review: Email Review

Special Events Committee Recommendation: 05/01/2019   ✓ 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 05/17/2019. Has been on the online event calendar.

N

ADMIRAL BLVD

LEWIS AVE

MERCADO
ADMIRAL & LEWIS
KENDALL WHITTIER

May - October 2018
10:00am - 2:00pm
(1st & 3rd Saturdays)

Up to 21 stalls
Vendors provide
own tents/tables

KENDALL WHITTIER
MAIN STREET
TULSA
CENTERED AT ADMIRAL & LEWIS

20'
24'
16' x 16'
6'
10'
63' x 18'
60'
24'
45' x 18'
18' x 18'
Admin Tent
(10 x 10)
36' x 18'
1 2 3 4
7 6 5
8'
36' x 18'
bistro tables
Food Truck
36' x 18'
8 9 10
36' x 18'
36' x 18'
8'
8'
8'
18'
9' x 18'
24'
14'
16'
7'
6'
16' x 16'
14 13 12 11
6'
54' x 18'
24'
10'
18'