



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: John 3:16 Mission Annual Block Party Date(s) of Event: Sept. 14, 2019
Location Address: 506 N CHEYENNE AVE W Council District(s): 4
Event Description: Block party with games and chapel service will be held outside.
Event Category: Street/Block Party
Event Includes: Public Right of Way, Street Closure
Anticipated Attendance: Total: 100 Per Day: 100
Anticipated Participants: Total: 100 Per Day: 100
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: John 3:16 Mission Website: https://john316mission.org/
Chief Officer of Host Organization: James Hudgins
Email and Phone: jhudgins@john316mission.org 918-587-1187
Applicant Name: Mitchell Green
Email and Phone: mgreen@john316mission.org 918-574-8680
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Mitchell Green Mobile: 586-258-6034
Billing Contact: John 3:16 Mission Phone: 918-574-8680
Billing Address: 506 N. Cheyenne
Tulsa OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/13/2019 Time: 3pm
Street Closure for Event Setup: Date: 09/13/2019 Time: 3pm
Street(s) to be Closed for Event Setup: Easton St between Cheyenne Ave and Denver Ave

Event Start: Date: 09/14/2019 Time: 3pm
Street Closure for Event Start: Date: 09/14/2019 Time: 3pm
Street(s) to be Closed for Event Start: Easton St between Cheyenne Ave and Denver Ave
Run, Walk, Parade Start Time: NA
Daily Event Hours: 3 to 9pm

Event End: Date: 09/14/2019 Time: 9pm
Street Reopens after Event End: Date: 09/15/2019 Time: 12am
Event Teardown: Date: 09/14/2019 Time: 9pm
Street Reopens after Event Teardown: Date: 09/15/2019 Time: 12am

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: Gas
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 0 Provider and Phone: NA
Number of Inflatables: 4 Provider and Phone: Jumping Jiminy's
Phone TBD,
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: Owl Nite Security
(918) 794-7003

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:09/13/2019 Time: 3pm Equipment Pickup: Date: 09/16/2019 Time: 10am

Crowd Management Fencing Company: Contact, Email and Phone: NA

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Parking not available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): None

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: Port-a-John of Tulsa
(918) 836-2134

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

Equipment Setup: Date: 09/13/2019 Time: 4pm

Equipment Pickup: Date: 09/15/2019 Time: 3pm

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 5:30pm

Finish Time: 6:30pm

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

TBD

Sound checks conducted prior to the event: Yes

Start Time: 5:00pm

Finish Time: 5:30pm

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: Volunteers and Staff manual clean up

Number of Trash Receptacles: 20

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:

Places of Worship

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: 07/15/2019 Date routed: 09/04/2019 Date for review: 09/11/2019

Special Events Committee Recommendation: 09/05/2019* Yes No

Date routed to Mayor: 09/05/2019 Mayor's Recommendation: _____ Yes No

Date routed to Council: 09/05/2019 City Council Approval: _____ Yes No

Date Permit Issued: _____ Comments: Form revised and map (revised) attached 09/04/2019.
*Email review. Next SEC meeting 09/11/2019.

	Date: Sept. 13-15, 2019 Project: John 3:16 Mission Block Party
	Comments: Road Closure: 3 p.m. 09/13 to Noon 09/15 Event Hours: 3 to 9 p.m. 09/14 Parking Spaces not Shown Drawing not to Scale COT assumes no liability for accuracy or validity

