



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Edison Homecoming Parade Date(s) of Event: September 13, 2019
Location Address: 2906 E 41ST ST S Council District(s): 9
Event Description: High School Homecoming Parade along 41st Street between Delaware Ave and Florence Ave

Event Category: Parade

Event Includes: Public Right of Way, Street Closure

Anticipated Attendance: Total: 1400 Per Day: 1400

Anticipated Participants: Total: 300 Per Day: 300

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Public Schools- Edison HS Website: NA

Chief Officer of Host Organization: Susan Griffin

Email and Phone: griffsu@tulsaschools.org 918-746-8500

Applicant Name: Susan Griffin

Email and Phone: griffsu@tulsaschools.org 918-746-8500

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Susan Griffin Mobile: 918-746-8500

Billing Contact: Tulsa Public Schools- Edison HS Phone: 918-746-8500

Billing Address: c/o Susan Griffin 2906 E. 41st,
Tulsa OK 74105

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/13/2019 Time: 12:45PM
Street Closure for Event Setup: Date: 09/13/2019 Time: 12:15PM
Street(s) to be Closed for Event Setup: Staging Delaware Avenue between 41st Street and 39th Street

Event Start: Date: 09/13/2019 Time: 1:00PM
Street Closure for Event Start: Date: 09/13/2019 Time: 12:45PM
Street(s) to be Closed for Event Start: Route 41st Street from Delaware Avenue to Florence Avenue
Disbanding Florence Avenue between 41st Street and 42nd Street

Run, Walk, Parade Start Time: 1:15PM

Daily Event Hours: NA

Event End: Date: 09/13/2019 Time: 1:45PM
Street Reopens after Event End: Date: 09/13/2019 Time: 2:00PM

Event Teardown: Date: 09/13/2019 Time: 1:45pm
Street Reopens after Event Teardown: Date: 09/13/2019 Time: 2:00pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable

Number of Food Vendors: 0

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: 0 Provider and Phone: NA

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: TPS Campus Police (918) 749-9966

Medical and/or First Aid Services: Contact, Email and Phone: Edison School Nurse (918) 764-8500

Traffic Control Barricade Company: Contact, Email and Phone: NA

Equipment Setup: Date:09/13/2019 Time: NA Equipment Pickup: Date: 09/13/2019 Time: NA

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

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

Parking Type: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Edison Student Council

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: Request 2 TPD motorcycle officers to lead the parade

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 50

Performer/Band name and music type: High School Marching Band

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:

Signs, Banners, and 4 Floats

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Remove the floats from Florence Ave, students will pick up any trash

Number of Trash Receptacles: 6

Number of Dumpsters: 4

Number of Recycling Containers: 6

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents, Schools

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

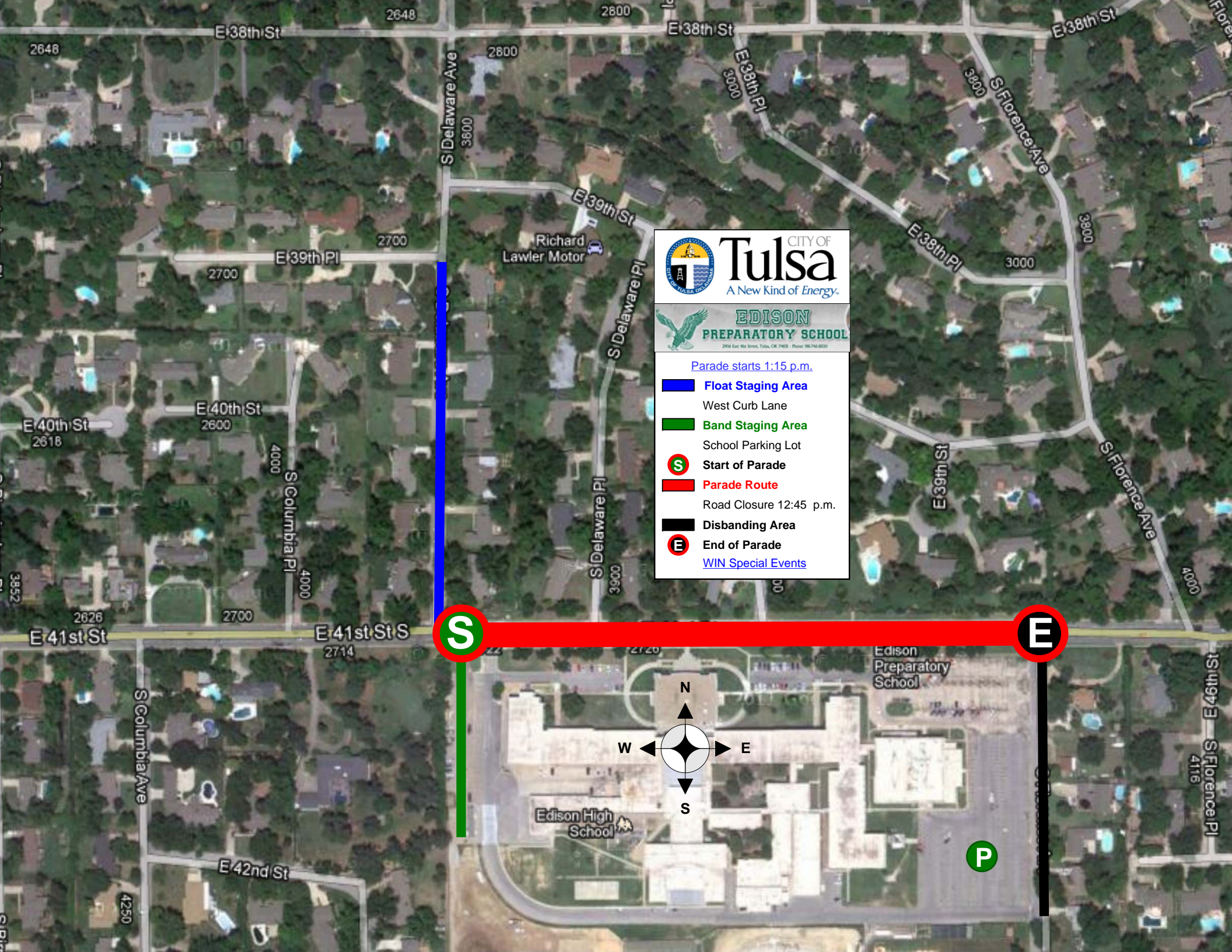
For City of Tulsa Special Events Committee Use Only


Date received: 09/12/2019 Date routed: 09/12/2019 Date for review: Email/Website


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 and map revised & outstanding fees 09/12/2019.



 CITY OF
Tulsa
A New Kind of Energy.

 **EDISON**
PREPARATORY SCHOOL
200 East 41st Street, Tulsa, OK 74103 - Phone: 918.746.8200

Parade starts 1:15 p.m.

-  **Float Staging Area**
West Curb Lane
-  **Band Staging Area**
School Parking Lot
-  **Start of Parade**
-  **Parade Route**
Road Closure 12:45 p.m.
-  **Disbanding Area**
-  **End of Parade**
[WIN Special Events](#)

