



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: WestFest 2019

Date(s) of Event: 9/21/2019

Location Address: 531 S 49TH AVE W

Council District(s): 1

Event Description: Community outreach & fair with parade

Event Category: Miscellaneous

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Public Park, Live Entertainment, Food Sales, Street Closure

Anticipated Attendance: Total: 800

Per Day: 800

Anticipated Participants: Total: 800

Per Day: 800

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Neighbors Along the Line

Website: <http://www.neighborsalongtheline.org/>

Chief Officer of Host Organization: Shannon Chambers

Email and Phone: 630-207-9189

Applicant Name: Stephanie Hester-Rodriguez

Email and Phone: stephanierodriguez@neighborsalongtheline.org 918-584-1111

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Stephanie Hester-Rodriguez

Mobile: 918-857-2447

Billing Contact: Neighbors Along the Line

Phone: 918-584-1111

Billing Address: 5000 Charles Page Blvd.
Tulsa OK 74127

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/21/2019 Time: 10:00am
Street Closure for Event Setup: Date: 09/21/2019 Time: 11:00am
Street(s) to be Closed for Event Setup: See staging and disbanding area on map

Event Start: Date: 09/21/2019 Time: 12:00pm
Street Closure for Event Start: Date: 09/21/2019 Time: 11:30pm
Street(s) to be Closed for Event Start: See parade route map
Run, Walk, Parade Start Time: Noon
Daily Event Hours: 12:00-3:00pm

Event End: Date: 09/21/2019 Time: 3:00pm
Street Reopens after Event End: Date: 09/21/2019 Time: 12:30pm

Event Teardown: Date: 09/21/2019 Time: 3:00pm
Street Reopens after Event Teardown: Date: 09/21/2019 Time: 1:00pm

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: Charcoal
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 12 -10x10 Provider and Phone: Individually provided
Number of Inflatables: 1 Provider and 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: Tulsa Police Reserve (918) 586-6054

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: 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): None

Name of Park and Location, if applicable: Penny Park
531 S 49th W Ave

Drone: No

Portable Toilets: Provider and Phone: At Your Service
918-272-0568

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 09/21/2019 Time: 10:00am

Equipment Pickup: Date: 09/21/2019 Time: 4:00pm

Other information: Parade and park activities

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 12:00pm

Finish Time: 3:00pm

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

Portable DJ equipment

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:

Banners

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Trash pickup will happen during and at the end of the event

Number of Trash Receptacles: 4

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:

Residents, Schools, Businesses, Neighborhood Association , 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: 07/18/2019 Date routed: 09/12/2019 Date for review: 09/18/2019

Special Events Committee Recommendation: 09/11/2019 Yes No

Date routed to Mayor: 09/12/2019 Mayor's Recommendation: _____ Yes No

Date routed to Council: 09/12/2019 City Council Approval: _____ Yes No

Date Permit Issued: _____ Comments: Form revised 09/12/2019.



Neighbors Along The Line
5000 Charles Page Blvd
Tulsa, OK 74127
918-584-1111
www.neighborsalongtheline.org

NEIGHBORS
 along the line

PRSR STD
 ECRWSS
 U.S. POSTAGE
 PAID
 EDDM Retail

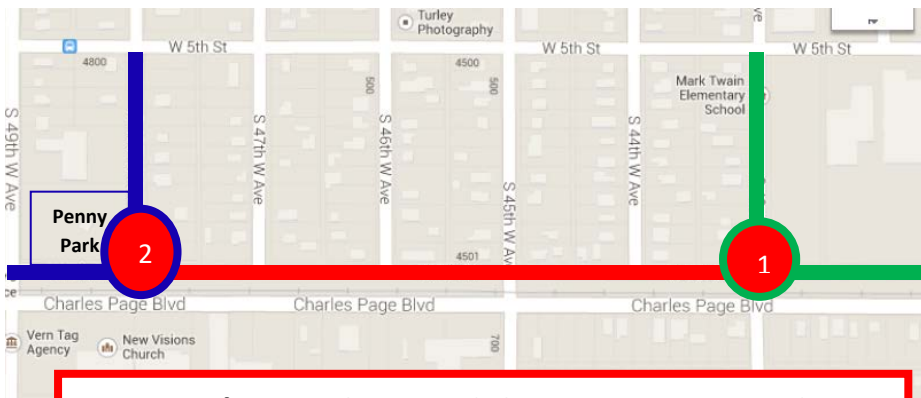
*****ECRWSS*****
 Local
 Postal Customer

WESTFEST!

NOTICE TO PARADE AREA RESIDENTS

The following intersections will be closed
 9/21 from 11:30 am to 12:30 pm for the
 Westfest Parade:

- W. 7th from S. 41st W. Ave to S. 49th W. Ave.
- S. 43rd W. Ave between W. 7th and W. 6th St.
- S. 48th W. Ave. between W. 7th and W. 6th St.



Don't miss the Parade! It starts at NOON!

***CANDY! *Community Booths *Inflatables *Face Painting**
***Games! *Raffle: Gift Cards & New Lawn Mower**
Quarter Concessions: Hot Dogs, Chips & Bottle Water

Free Medical Clinic for Uninsured

Medical services, including:

- Doctor's visits
- Medication refills
- Medical referrals

Mondays, Walk-In Clinic. Sign in is at 5:15 pm

Tuesday Urgent Care Clinic at 9:30 am in

partnership with

Wednesday Clinic by appointment

Food Pantry

Mon, Tues & Thurs: 1:30 pm to 3:30 pm

Wed & Thurs: 4:30 pm to 5:45 pm

To qualify, you must live in our service area

Literacy Program

Mon – Thurs: 10:00 am to 6:00 pm

- Computer Lab & GED Preparation
- HiSet Testing
- Tutoring (by appointment)

Neighbors Along The Line Has A Lot to Offer – Come Check Us Out!

- Free computer & internet access
- Job Search & Resume Assistance
- Legal Assistance – 2nd & 4th Mon 6:00 pm
- Narcotics Anonymous – Thurs 5:00 pm
- Utility Assistance – by appointment
- Dental Services – by appointment
- Life Skills Classes