



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: A New Leaf Fall Fest Date(s) of Event: 9/21/2019
Location Address: 4908 S SHERIDAN RD E Council District(s): 5
Event Description: Kick off to the Fall planting season. We will have a band, food, and beer give away.

Event Category: Miscellaneous

Event Includes: Amplified Sound, Beer/Alcohol Sales, Live Entertainment, Private Property

Anticipated Attendance: Total: 300 Per Day: 300

Anticipated Participants: Total: 300 Per Day: 300

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: A New Leaf Website: https://www.anewleaf.org/

Chief Officer of Host Organization: Kevin Harper

Email and Phone: kevin.harper@anewleaf.org 918-886-5010

Applicant Name: Kevin Harper

Email and Phone: kevin.harper@anewleaf.org 918-886-5010

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Kevin Harper Mobile: 918-886-5010

Billing Contact: A New Leaf Phone: 918-886-5010

Billing Address: 4908 S SHERIDAN E Tulsa
Tulsa OK 74135

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/21/2019 Time: 12:00pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 09/21/2019 Time: 3:00 pm
Street Closure for Event Start: Date: 09/21/2019 Time:
Street(s) to be Closed for Event Start: NA
Run, Walk, Parade Start Time: NA
Daily Event Hours: 3 to 7 p.m.

Event End: Date: 09/21/2019 Time: 7:00 pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 09/21/2019 Time: 7:00 pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Free Alcohol/wine/high point beer
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: NA

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: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): A New Leaf

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: 1

Performer/Band name and music type: Country - TBD

Sound Amplification: Yes

Start Time: 4:00 pm

Finish Time: 6:00 pm

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

Standard Band 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:

NA

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Basic clean, there will not be a large mess. We will have hire staff to clean up.

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 10

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: No Street Closure

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: 06/11/2019 Date routed: 09/18/2019 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 revised 09/18/2019.

FALL PLANTING KICKOFF

SEPTEMBER 21ST

FALL FEST
TAILGATE



*A New Leaf*TM

SERVING PEOPLE WITH
DEVELOPMENTAL DISABILITIES AND AUTISM

FREE FAMILY EVENT

SPECIALS ON FALL PLANTS - BEER AND WINE TASTING
FOOD FROM LOCAL RESTAURANTS - TAILGATE GAMES

3:00 PM - 7:00 PM

WWW.ANEWLEAF.ORG