



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: Kendall Whittier After Five Date(s) of Event: Oct. 10, 2019  
Location Address: 1 S LEWIS AVE E Council District(s): 4  
Event Description: A monthly event featuring free yoga, live music, kids games and art in a pop up park in the Whittier Square parking lot!  
**Event Category:** Festival/Celebration  
**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Live Entertainment, No Parking Signage, Private Property  
Anticipated Attendance: Total: 500 Per Day: 500  
Anticipated Participants: Total: 3 Per Day: 3  
Number of Events for Monthly Event: NA

### **Host Organization, Applicant and Professional Event Organizer Information**

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Host Organization: Kendall Whittier Main Street Website: http://visitkendallwhittier.com/  
Chief Officer of Host Organization: Jessica Jackson  
Email and Phone: jessica@visitkendallwhittier.com 918-633-1934  
Applicant Name: Jessica Jackson  
Email and Phone: jessica@visitkendallwhittier.com 918-633-1934  
Professional Event Organizer: Same  
Email and Phone:  
On-site Contact: Jessica Jackson Mobile: 918-633-1934  
Billing Contact: Kendall Whittier Main Street Phone: 918-633-1934  
Billing Address: 2205 Admiral Blvd.  
Tulsa OK 74110

## ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 10/10/2019 Time: 2 p.m.  
Street Closure for Event Setup: Date: 10/10/2019 Time: 2 p.m.  
Street(s) to be Closed for Event Setup: NA - Parking Lot

**Event Start:** Date: 10/10/2019 Time: 5:30 p.m.  
Street Closure for Event Start: Date: 10/10/2019 Time: 2 p.m.  
Street(s) to be Closed for Event Start: NA - Parking Lot  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 5:30 to 9 p.m.

**Event End:** Date: 10/10/2019 Time: 9 p.m.  
Street Reopens after Event End: Date: 10/10/2019 Time: 10 p.m.

**Event Teardown:** Date: 10/10/2019 Time: 9 pm.  
Street Reopens after Event Teardown: Date: 10/10/2019 Time: 10 p.m.

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: High point beer sales, Free Alcohol/wine/high point beer  
Number of Food Vendors: 0  
Number of Food Trucks: 1  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number of Tents/Canopies: 4 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**

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Security and/or Police: Contact, Email and Phone: Retired TPD Officer - 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: Parking Garage, Street, ADA parking available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

**Sponsor and Other Event Information**

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Event Sponsor(s): Fowler Automotive  
Williams Energy

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**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Casii Stephan and the Midnight Sun  
Blues, rock

Sound Amplification: Yes

Start Time: 5 p.m.

Finish Time: 9 p.m.

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

Basic PA set up with speakers, lights and mixer board

Sound checks conducted prior to the event: Yes

Start Time: 5 p.m.

Finish Time: 5:30 p.m.

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Minimal trash, use of local dumpsters

Number of Trash Receptacles: 1

Number of Dumpsters: 0

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Business Association

**Avidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 09/17/2019    Date routed: 10/9/2019    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 10/09/2019.



**2019 Dates:**

**May 11**

**June 13**

**July 11**

**August 8**

**September 12**

**October 11**

**5:30 - 9:00pm**



ADMIRAL BLVD

LEWIS AVE

