



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: Highland Park Fall Fun Fest Date(s) of Event: October 31 2019

Location Address: 5708 E 31ST ST S Council District(s): 5

Event Description: Free carnival

**Event Category:** Festival/Celebration

**Event Includes:** Amplified Sound, Public Right of Way, Lane Closure, Live Entertainment, Private Property, 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**

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Host Organization: Highland Park Christian Church Website: http://www.hptulsa.com/

Chief Officer of Host Organization: Brian Jennings

Email and Phone: 918-627-0783

Applicant Name: Dave Dunson

Email and Phone: davidd@hptulsa.com 918-627-0783

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Ali Carlton Mobile: 918-360-0813

Billing Contact: Highland Park Christian Church Phone: 918-627-0783

Billing Address: 5708 E 31 St  
Tulsa 74135

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

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**Event Setup:** Date: 10/31/2019 Time: 5:00 PM  
Street Closure for Event Setup: Date: 10/31/2019 Time: 6:00 PM  
Street(s) to be Closed for Event Setup: Hudson Ave - one half block south of 31st St

**Event Start:** Date: 10/31/2019 Time: 6:00 PM  
Street Closure for Event Start: Date: 10/31/2019 Time: 6:00 PM  
Street(s) to be Closed for Event Start: See TCP Map  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 6 to 8:30 PM

**Event End:** Date: 10/31/2019 Time: 8:30 PM  
Street Reopens after Event End: Date: 10/31/2019 Time: 8:30 PM  
**Event Teardown:** Date: 10/31/2019 Time: 8:30 PM  
Street Reopens after Event Teardown: Date: 10/31/2019 Time: 8:30 PM

## ***Secondary Permits Required***

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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: 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: Off Duty Tulsa Police  
Contact TBD

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: 10/31/2019 Time: 5:30 PM Equipment Pickup: Date: 10/31/2019 Time: 8:30 PM

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**

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Event Sponsor(s): Highland Park Christian Church

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: Daniel Jordan  
Christian Music

Sound Amplification: Yes

Start Time: 6:00 PM

Finish Time: 8:00 PM

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

Speaker system

Sound checks conducted prior to the event: Yes

Start Time: 5:45 PM

Finish Time: 6:00 PM

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: Church Dumpster

Number of Trash Receptacles: 5

Number of Dumpsters: 1

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: Pending

**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**

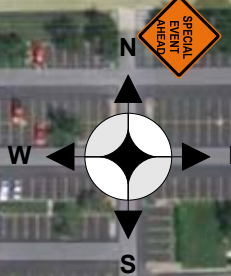
Date received: 10/07/2019      Date routed: 10/16/2019      Date for review: 10/23/2019

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 10/16/2019.





 **CITY OF Tulsa**  
A New Kind of Energy.

**Fall Fun Fest**  
October 31, 2019  
[Highland Park Christian Church](#)  
Activities 6 to 8:30 p.m.

 Road Closed 6 to 8:30 p.m.  
 Road Closed to Thru Traffic  
[WIN Special Events](#)



ROAD CLOSED X2



PARKING LOT ACCESS ONLY

