



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: OKPOP Ground Breaking Date(s) of Event: 10/23/2019  
Location Address: 422 N MAIN ST W Council District(s): 4  
Event Description: The ground breaking ceremony for OKPOP, the Oklahoma Museum of Popular Culture. Participating will be the Governor of Oklahoma, the Lt. Governor, and Mayor GT Bynum.

**Event Category:** Miscellaneous

**Event Includes:** Public Right of Way, No Parking Signage, Street Closure

Anticipated Attendance: Total: 400 Per Day: 0

Anticipated Participants: Total: 400 Per Day: 0

Number of Events for Monthly Event: NA

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

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Host Organization: OKPOP Website: https://www.okpop.org/

Chief Officer of Host Organization: Jeff Moore

Email and Phone: jeffmoore@okpop.org 405-412-2954

Applicant Name: Meg Webb

Email and Phone: mcharron-webb@okhistory.org 918-671-6554

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Meg Webb Mobile: 918-671-6554

Billing Contact: OKPOP Phone: 918-671-6554

Billing Address: 5 South Iroquois Ave  
Tulsa OK 74103

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

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**Event Setup:** Date: 10/22/2019 Time: 2 pm  
Street Closure for Event Setup: Date: 10/23/2019 Time: 6 am  
Street(s) to be Closed for Event Setup: Main Street between Easton St and Cameron St.

**Event Start:** Date: 10/23/2019 Time: 10 am  
Street Closure for Event Start: Date: 10/23/2019 Time: 6 am  
Street(s) to be Closed for Event Start: Main Street between Easton St and Cameron St. Not all the way down Main St, will need to be barricaded across the street between the Inner Circle Vodka Bar and Cain's and across Easton St on Main St.

Run, Walk, Parade Start Time: Event on private property will start at 10 am

Daily Event Hours: 10 to 11:30 am

**Event End:** Date: 10/23/2019 Time: 11:30 am

Street Reopens after Event End: Date: 10/23/2019 Time: 11:30 am

**Event Teardown:** Date: 10/23/2019 Time: 11:30 am

Street Reopens after Event Teardown: Date: 10/23/2019 Time: 11:30 am

## **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: 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**

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Security and/or Police: Contact, Email and Phone: TPD Special Events Unit  
(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**

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Event Sponsor(s): Nabholz

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: 1 DJ

Sound Amplification: Yes

Start Time: 10 am

Finish Time: 11 am

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

PA & speakers

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:

Stage banners and confetti

**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: tear down from all vendors and cleanup by OKPOP staff

Number of Trash Receptacles: 2

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, Businesses, 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: 10/22/2019      Date routed: 10/22/2019      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 & outstanding fees 10/22/2019.