



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: 20th Annual Open Studio Party

Date(s) of Event: November 8-9, 2019

Location Address: 1326 E 3RD ST S

Council District(s): 4

Event Description: Annual customer appreciation art show and sale. We will have outdoor and indoor artist vendors and indoor live music that will not be loud enough to cause a disturbance. We will be renting port-o-johns at allow for increased traffic to our facility. We will not be closing any streets for this event, except for the alleyway directly behind our building, which is not a legal street.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Tent/Canopy, Live Entertainment, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 500

Per Day: 250

Anticipated Participants: Total: 40

Per Day: 40

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Garden Deva Sculpture Co.

Website: https://www.gardendeva.com/

Chief Officer of Host Organization: Kari Hackbarth

Email and Phone: info@gardendeva.com 918-592-3382

Applicant Name: Garden Deva Sculpture Co.

Email and Phone: info@gardendeva.com 918-592-3382

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Kari Hackbarth

Mobile: 318-243-9957

Billing Contact: Garden Deva Sculpture Co.

Phone: 918-592-3382

Billing Address: 1326 East 3rd Street
Tulsa OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/07/2019 Time: 9am
Street Closure for Event Setup: Date: 11/07/2019 Time: NA
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 11/08/2019 Time: 10am
Street Closure for Event Start: Date: Time: NA
Street(s) to be Closed for Event Start: NA
Run, Walk, Parade Start Time: NA
Daily Event Hours: 10 a.m. to 8 p.m. 11/08/2019
10 a.m. to 6 p.m. 11/09/2019

Event End: Date: 11/09/2019 Time: 6pm
Street Reopens after Event End: Date: 11/09/2019 Time: NA

Event Teardown: Date: 11/09/2019 Time: 6pm
Street Reopens after Event Teardown: Date: 11/09/2019 Time: NA

Secondary Permits Required

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: 26 Number of Service Vendors: 0
Number of Tents/Canopies: 6 10' x 10' Provider and Phone: Outside artists provide their personal tents
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: 11/07/2019 Time: NA Equipment Pickup: Date: 11/11/2019 Time: NA

Crowd Management Fencing Company: Contact, Email and Phone: NA

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Unpaved Lot, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): No sponsors

Name of Park and Location, if applicable: NA

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: 11/07/2019 Time: 1 pm

Equipment Pickup: Date: 11/11/2019 Time: 10 am

Other information: NA

Entertainment and Related Activities

Number of Stages: 1 Inside

Number of Performers/Bands: TBD

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 10 am

Finish Time: 8 pm

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

Ends 6pm 11/09/2019 - Equipment TBD

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: Garden Deva staff will do clean-up and attending artist will be responsible for their personal tent removal.

Number of Trash Receptacles: 5

Number of Dumpsters: 1

Number of Recycling Containers: 2

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: No Road Closure

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: 09/13/2019 Date routed: 11/04/2019 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: No alleyway closure 10/22/2019. Form revised 11/04/2019.