



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Jim Glover Auto Family Toys for Tots Toy Cruise Date(s) of Event: December 14, 2019

Location Address: 707 W 51ST ST S Council District(s): 9, 8, 2

Event Description: Car Cruise with approximately 150 cars collecting toys for donation to Toys for Tots

Event Category: Police Escort

Event Includes: Public Right of Way, Lane Closure, Police Escort

Anticipated Attendance: Total: 150 Per Day: 0

Anticipated Participants: Total: 0 Per Day: 0

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Jim Glover Auto Family Website: NA

Chief Officer of Host Organization: Mandi Knight

Email and Phone: 918-446-2200

Applicant Name: Holly Allen

Email and Phone: holly@all-enmedia.com

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Holly Allen Mobile: 918-520-8017

Billing Contact: Holly Allen Phone: 918-520-8017

Billing Address: 707 West 51st
Tulsa OK 74107

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 12/14/2019 Time: 8am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot for Staging

Event Start: Date: 12/14/2019 Time: 9am
Street Closure for Event Start: Date: 12/14/2019 Time: 9am
Street(s) to be Closed for Event Start: Police Escort - See Map
Run, Walk, Parade Start Time: 9 a.m.
Daily Event Hours: NA

Event End: Date: 12/14/2019 Time: 10am
Street Reopens after Event End: Date: 12/14/2019 Time: After Escort

Event Teardown: Date: Time:
Street Reopens after Event Teardown: Date: Time:

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: 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: Ron Neal & Chris Witt (918) 586-6054/6067

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): Jim Glover Auto Family, US Marines, Vette Set, Jeepers Anonymous, Camaro Club

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: Police Escort from 10019 South Memorial Drive (Target) to 707 West 51st Street (Jim Glover Chevrolet)

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: No

Start Time:

Finish Time:

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

NA

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: NA

Number of Trash Receptacles: 1

Number of Dumpsters: 1

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: 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: 11/19/2019 Date routed: 11/25/2019 Date for review: 12/04/2019

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 revised 11/25/2019



Benefitting area 

SATURDAY
December 14
9am

8am cars start lining up at Super Target (101st & Memorial)
Please park cars facing north in parking lot
9am Toy Cruise begins *route change
9:30-10am Arrive Jim Glover Chevrolet on the River
10-11am Breakfast Available
11:30am Donation Announcement

Please bring unwrapped toys for our area Toys for Tots toy drive.

