



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: ahha Tulsa presents Culture Hustlers Date(s) of Event: 12/05-08/2019  
Location Address: 101 E ARCHER ST N Council District(s): 4  
Event Description: A truck with a trailer attached will be parked across several parking spots in front of our building. The trailer is a mobile incubator that will be used to interview Tulsans about art and their community.

**Event Category:** Street, Lane, or Sidewalk Closure

**Event Includes:** Generator/Electricity, Public Right of Way, No Parking Signage

Anticipated Attendance: Total: 500 Per Day: 100

Anticipated Participants: Total: 500 Per Day: 100

Number of Events for Monthly Event: NA

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

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Host Organization: ahha Tulsa Website: NA

Chief Officer of Host Organization: Caitlin Turner

Email and Phone: cturner@ahhatulsa.org 918-269-0375

Applicant Name: Caitlin Turner

Email and Phone: cturner@ahhatulsa.org 918-269-0375

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Caitlin Turner Mobile: 918-269-0375

Billing Contact: ahha Tulsa Phone: 918-269-0375

Billing Address: 101 Archer  
Tulsa OK 74103

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

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**Event Setup:** Date: 12/05/2019 Time: 5:00pm  
Street Closure for Event Setup: Date: 12/05/2019 Time: 5:00pm  
Street(s) to be Closed for Event Setup: NA - Parking Spaces

**Event Start:** Date: 12/06/2019 Time: 5:00pm  
Street Closure for Event Start: Date: 12/05/2019 Time: 5:00pm  
Street(s) to be Closed for Event Start: NA - Parking Spaces  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 12:00pm -9:00pm

**Event End:** Date: 12/08/2019 Time: 9:00am  
Street Reopens after Event End: Date: 12/08.2019 Time: 9:00am

**Event Teardown:** Date: 12/08/2019 Time: 9:00am  
Street Reopens after Event Teardown: Date: 12/08/2019 Time: 9:00am

## ***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: Electric  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number of Tents/Canopies: 1 Provider and Phone: Property of the trailer owner  
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: NA

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

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

**Sponsor and Other Event Information**

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Event Sponsor(s): ahha Tulsa

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: 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:

Small lights around trailer

**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: We will up the parking spots and sidewalk around the area after the event

Number of Trash Receptacles: 2

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**

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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: 11/13/2019      Date routed: 12/04/2019      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: Date change 11/22/2019. Form revised 12/04/2019.