



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Tulsa Public School Enrollment Expo Date(s) of Event: January 11, 2020
Location Address: 100 W CIVIC CENTER S Council District(s): 4
Event Description: This event is for parent/guardians to enroll their child(ren) into Tulsa Public Schools for the 2020-2021 school year. We are asking that the city shut down a lane on Houston after the 7th and Houston intersection for buses to drop off and pick up families to take them back and forth from the various high schools.

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Public Right of Way, Lane Closure

Anticipated Attendance: Total: 1000 Per Day: 0

Anticipated Participants: Total: 1000 Per Day: 0

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Public Schools Website: NA
Chief Officer of Host Organization: Jorge Robles
Email and Phone: 918-746-6800
Applicant Name: Emily Hutton
Email and Phone: huttoem@tulsaschools.org 918-746-6298
Professional Event Organizer: Kathleen Kennedy
Email and Phone: kennedy@okcce.com 405-409-0897
On-site Contact: Jacey Coursey Mobile: 918-894-4506
Billing Contact: Tulsa Public Schools Phone: 918-746-6800
Billing Address: 3027 S NEW HAVEN AVE

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 01/11/2020 Time: 8:00 AM

Street Closure for Event Setup: Date: Time:

Street(s) to be Closed for Event Setup: NA

Event Start: Date: 01/11/2020 Time: 10:00 AM

Street Closure for Event Start: Date: 01/11/2020 Time: 9:30 AM

Street(s) to be Closed for Event Start: Northbound curb lane of Houston Ave north of 7th St

Run, Walk, Parade Start Time: NA

Daily Event Hours: NA

Event End: Date: 01/11/2020 Time: 2:00 PM

Street Reopens after Event End: Date: 01/11/2020 Time: 2:30 PM

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: Yes Fuel(s) to be used: Electric

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

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: Employees from the Cox Center along with volunteers will be handling this.

Number of Trash Receptacles: 8

Number of Dumpsters: 4

Number of Recycling Containers: 4

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Other entities

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

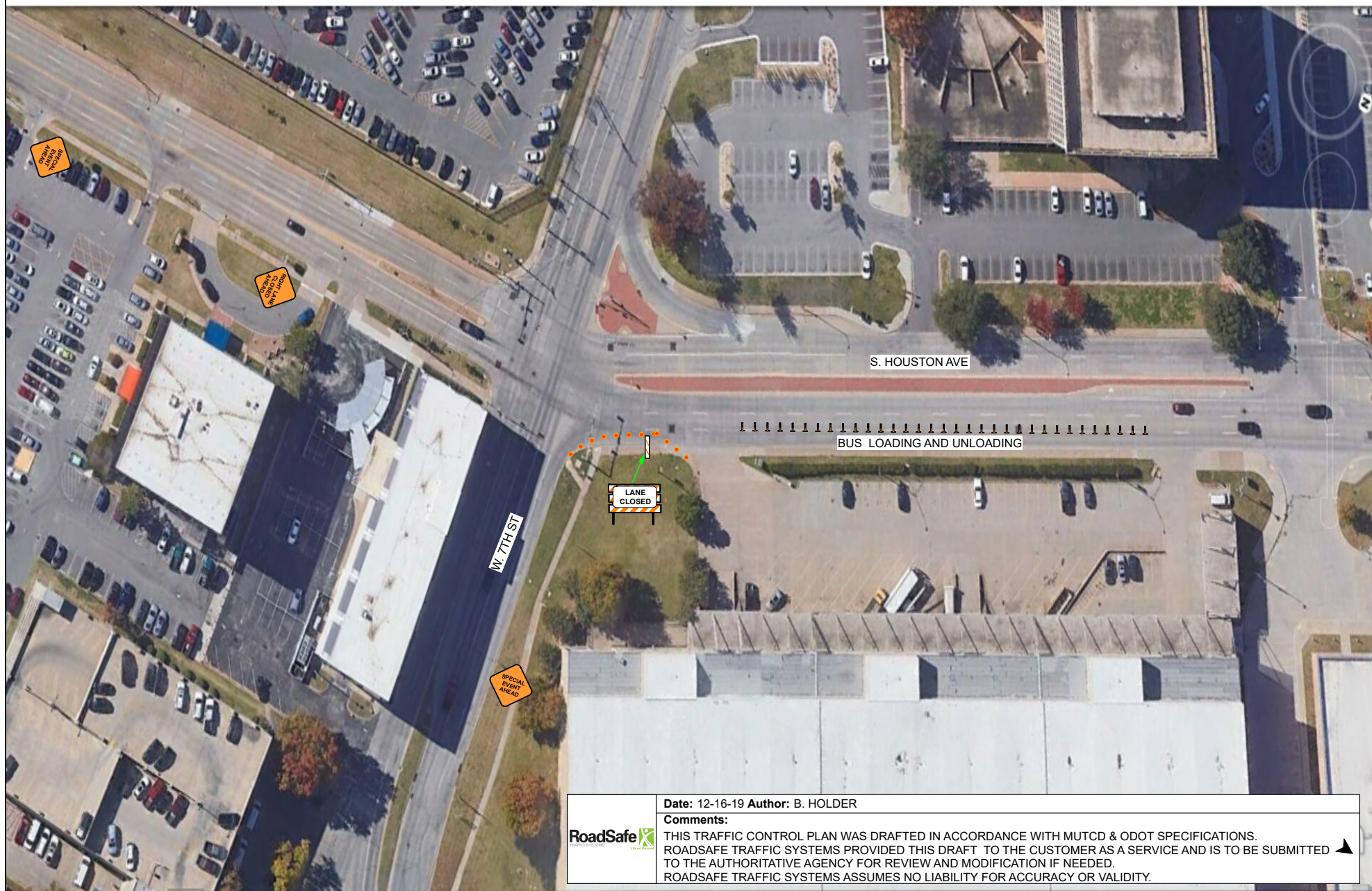
Date received: 12/18/2019 Date routed: 01/08/2020 Date for review: Email/Website

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: TCP finalized and Form (incomplete) revised 01/08/2020.



Date: 12-16-19 **Author:** B. HOLDER

Comments:
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