



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: WEDDING CEREMONY Date(s) of Event: 1/17/2020
Location Address: 20 E ARCHER ST N 102 Council District(s): 4
Event Description: Small wedding ceremony with less than 10 guests to be held at the Center of the Universe location.

Event Category: Miscellaneous

Event Includes: Sidewalk Closure, Public Property

Anticipated Attendance: Total: 10 Per Day: 0

Anticipated Participants: Total: 10 Per Day: 0

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: SHALAE HILL Website: NA
Chief Officer of Host Organization: SHALAE HILL
Email and Phone: (918) 688-4683
Applicant Name: Shalae Hill
Email and Phone: shalae.hill@gmail.com
Professional Event Organizer: NA
Email and Phone:
On-site Contact: SHALAE HILL Mobile: NA
Billing Contact: Shalae Hill Phone: (918) 688-4683
Billing Address: 236 W 9th
Bristow 74010

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 01/17/2020 Time: 1:00 PM

Street Closure for Event Setup: Date: Time:

Street(s) to be Closed for Event Setup: NA - A portion of the sidewalk

Event Start: Date: 01/17/2020 Time: 1:30 PM

Street Closure for Event Start: Date: Time:

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

Run, Walk, Parade Start Time: NA

Daily Event Hours: NA

Event End: Date: 01/17/2020 Time: 3:00 PM

Street Reopens after Event End: Date: Time:

Event Teardown: Date: 01/17/2020 Time: 3:00 PM

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: 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: Parking Garage, Street

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): NA

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: Sidewalks open on the east and west side of the COU.

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: I will ensure any trash is cleaned up after the event. There will not be any food or drinks at this event so I do not anticipate any trash.

Number of Trash Receptacles: 0

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: No street 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: 01/08/2020 Date routed: 01/10/2020 Date for review: 01/15/2020

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 and Map attached 01/10/2020



Tulsa Union Depot

Center of the Universe

Oklahoma Jazz Hall of Fame

S Boston Ave

S Boston Ave

Boston Ave