



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: 47th Annual Tulsa Designer Showcase Date(s) of Event: April 29 - May 17, 2020

Location Address: 3442 S ATLANTA PL E Council District(s): 9

Event Description: Tulsa Designer Showcase is the annual fundraiser supporting the Foundation for Tulsa Schools and Tulsa Public Schools. The event works with 25-30 of Tulsa's most talented interior designers to transform a private home and then open it to the public for a ticketed event. The home hosts corporate private parties in the evenings to raise additional funds. Finally, as part of the event the Foundation for Tulsa Schools hosts a patron-only "Bare Bones" party to show the home to sponsors before the designer's work their magic as well as a "Premiere Party" to showcase the completed home for sponsors and patrons. The Premiere Party includes Tulsa Public Schools' student performers and entertainment.

Event Category: Miscellaneous

Event Includes: Amplified Sound, Tent/Canopy, Live Entertainment, , Merchandise Sales, No Parking Signage, Private Property

Anticipated Attendance: Total: 4500 Per Day: 200

Anticipated Participants: Total: 0 Per Day: 0

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Foundation for Tulsa Schools Website: https://foundationfortulsaschools.org/

Chief Officer of Host Organization: Brian Paschal designershowcase/

Email and Phone: brian@foundationfortulsaschools.org 918-746-6604

Applicant Name: Brian Paschal

Email and Phone: brian@foundationfortulsaschools.org 918-746-6604

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Sue Ann Blair Mobile: 918-813-3477

Billing Contact: Foundation for Tulsa Schools Phone: 918-746-6604

Billing Address: 3027 South New Haven Avenue 116
Tulsa OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 04/20/2020 Time: 8:00AM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 04/21/2020 Time: 5:30PM
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: April 29-May 17, 2020
10AM-4PM

Event End: Date: 05/17/2020 Time: 8:30PM
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 05/18/2020 Time: 8AM
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Free Alcohol/wine/high point beer
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 1 Number of Service Vendors: 0
Number of Tents/Canopies: 1 30X30 Provider and Phone: We are getting bids from the following
1 40X40 for 1 night vendors on January 9th:
ABCO Rents -- 918-583-6557
Integrity Party Rental -- 918-369-9494
Party Perfect -- 918-258-7368
Party Pro -- 918-622-8102
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: Street, ADA parking available, Paved Lot

Transportation Service: Valet Service

Transportation Service: Contact, Email and Phone: We anticipate using Exquisite Valet for the evening parties. 918-481-2070. Info@exquisite-valet.com

Sponsor and Other Event Information

Event Sponsor(s): Event sponsors are still being secured. At the time of the application we have the following sponsors confirmed:

TTCU Federal Credit Union
Public Service Company of Oklahoma
QuikTrip
Lighthouse Electric
KKT Architects
Gelvin Foundation
Tulsa Community College Foundation

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: This event includes an invitation-only "Premiere Party" on April 21 for approximately 350 people. The house is available for invitation-only private parties for corporate sponsors between April 23-May 17 with parties ranging from a few dozen attendees to 150. Finally, the home is open to the public as a ticketed event to the designer's work from April 29-May 17. Home is open to the public from 10am-4pm with a ticket. In addition, the home will host a "Bare Bones Patron Party" for select sponsors on March 10 and a "Premiere Party" for all sponsors and donors on April 21. Finally, the home will also host "private corporate parties" in the early evening sporadically between April 23 - May 17.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 3

Performer/Band name and music type: The performers will all be student performers from Tulsa Public Schools. This includes elementary vocal musicians and drummers, as well as high school band and orchestra members.

Sound Amplification: Yes

Start Time: 5:30PM

Finish Time: 8:30PM

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

Basic PA and speaker system used in the lawn.

Sound checks conducted prior to the event: Yes

Start Time: 3:00PM

Finish Time: 5:00PM

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: Caterers will clean up during the private parties. Volunteers and staff will clean the house after the public hours during the day.

Number of Trash Receptacles: 6

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:

Residents, Places of Worship

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: 01/02/2020 Date routed: 02/17/2020 Date for review: 02/26/2020

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 02/17/2020.