



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: BattleCreek Church Downtown Easter Celebration      Date(s) of Event: 4/11/2020  
Location Address: 1915 E 3RD ST S      Council District(s): 4  
Event Description: Block Party to celebrate Easter. Games and Inflatables present  
**Event Category:** Street/Block Party  
**Event Includes:** Public Right of Way, Street Closure  
Anticipated Attendance: Total: 500      Per Day: 500  
Anticipated Participants: Total: 500      Per Day: 500  
Number of Events for Monthly Event: NA

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

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Host Organization: BattleCreek Church      Website: https://battlecreekchurch.com/  
Chief Officer of Host Organization: Josiah Guajardo  
Email and Phone: jguajardo@battlecreekchurch.com  
Applicant Name: Lauren Meadors  
Email and Phone: lmeadors@thechurch.at 918-355-3699  
Professional Event Organizer: NA  
Email and Phone:  
On-site Contact: Lauren Meadors      Mobile: 918-906-5592  
Billing Contact: The Church at Downtown      Phone: 918-355-3699  
Billing Address: 1915 East 3rd Street  
Tulsa OK 74104

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

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**Event Setup:** Date: 04/11/2020 Time: 3:00pm  
Street Closure for Event Setup: Date: 04/11/2020 Time: 3:00pm  
Street(s) to be Closed for Event Setup: Wheeling Ave between 2nd St and 3rd St

**Event Start:** Date: 04/11/2020 Time: 4:30pm  
Street Closure for Event Start: Date: 04/11/2020 Time: 3:00pm  
Street(s) to be Closed for Event Start: See TCP Map  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 4:30 to 6:30 p.m.

**Event End:** Date: 04/11/2020 Time: 6:30pm  
Street Reopens after Event End: Date: 04/11/2020 Time: 7:00pm

**Event Teardown:** Date: 04/11/2020 Time: 6:30pm  
Street Reopens after Event Teardown: Date: 04/11/2020 Time: 7:00pm

## ***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: Yes Fuel(s) to be used: Gas  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number of Tents/Canopies: 2 10X10 Provider and Phone: Owned by the church  
Number of Inflatables: 3 Provider and Phone: Bouncer's Kingdom (918) 813-7498.  
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: Security provided through BattleCreek Church, Jim Gunter (918) 355-3699

Medical and/or First Aid Services: Contact, Email and Phone: NA

Traffic Control Barricade Company: Contact, Email and Phone: RoadSafe Traffic Systems (918) 425-4550

Equipment Setup: Date:04/11/2020 Time: 3:00pm Equipment Pickup: Date: 04/11/2020 Time: 7:00pm

Crowd Management Fencing Company: Contact, Email and Phone: NA

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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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: 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: Yes

Start Time: 4:30pm

Finish Time: 6:30pm

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

Two speakers with sound board and a microphone

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Church staff and maintenance will be cleaning up immediately following the event.

Number of Trash Receptacles: 5

Number of Dumpsters: 1

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:

Residents, Schools, Places of Worship

**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: 02/18/2020      Date routed: 02/19/2020      Date for review: 03/04/2020

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: Date changed and fees paid 02/18/2020 (originally submitted 02/03/2020). Form revised 02/19/2020.



  
 **Date:** April 11, 2020 **Project:** Church Downtown Easter Celebration  
**Comments:**  
Road Closure: 3 to 7 p.m.  
Event Hours: 4:30 to 6:30 p.m.  
Parking Lanes not Shown | Drawing not to Scale  
COT assumes no liability for accuracy or validity