



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Block Party@ Center for Public Secrets Date(s) of Event: August 22, 2020

Location Address: 573 S PEORIA AVE E Council District(s): 4

Event Description: Grand Opening Event for the Center for Public Secrets

Event Category: Street/Block Party

Event Includes: Amplified Sound, Tent/Canopy, Beer/Alcohol Sales, Public Right of Way, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Street Closure

Anticipated Attendance: Total: 250 Per Day: 250

Anticipated Participants: Total: 50 Per Day: 50

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Center for Public Secrets Website: <https://www.centerforpublicsecrets.org/>

Chief Officer of Host Organization: Traci Mathews

Email and Phone: tcnksw@yahoo.com 325-513-6049

Applicant Name: Traci Mathews

Email and Phone: traci@centerforpublicsecrets.org 325-513-6049

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Traci Mathews Mobile: 325-513-6049

Billing Contact: CENTER FOR PUBLIC SECRETS Phone: 325-513-6049

Billing Address: 574 s.peoria
tulsa OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 08/22/2020 Time: 8am
Street Closure for Event Setup: Date: 08/22/2020 Time: 8am
Street(s) to be Closed for Event Setup: 6th St between Peoria Ave and Quaker Ave

Event Start: Date: 08/22/2020 Time: 4pm
Street Closure for Event Start: Date: 08/22/2020 Time: 8am
Street(s) to be Closed for Event Start: 6th St between Peoria Ave and Quaker Ave
Run, Walk, Parade Start Time: NA
Daily Event Hours: 4 to 11pm

Event End: Date: 08/22/2020 Time: 11pm
Street Reopens after Event End: Date: 08/23/2020 Time: 5am

Event Teardown: Date: 08/22/2020 Time: 11pm
Street Reopens after Event Teardown: Date: 08/23/2020 Time: 5am

Secondary Permits Required

Beer Sales, Alcohol Sales: High point beer sales
Number of Food Vendors: 2
Number of Food Trucks: 2
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 2 Number of Service Vendors: 2
Number of Tents/Canopies: 1 Provider and Phone: Size, Provider, Phone TBD
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: TBD

Equipment Setup: Date:08/22/2020 Time: 8am Equipment Pickup: Date: 08/23/2020 Time: 5am

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

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

Parking Type: Street, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): TBA

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

Number of Stages: TBD

Number of Performers/Bands: TBD

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: TBD

Finish Time: TBD

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

TBD

Sound checks conducted prior to the event: Yes

Start Time: TBD

Finish Time: TBD

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: We will be cleaning up and removing stuff ourselves

Number of Trash Receptacles: 10

Number of Dumpsters: 2

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: Pending

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: 06/23/2020 Date routed: 07/14/2020 Date for review: 07/29/2020

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: Fees paid 07/06/2020. Form revised and temporary

review map created 07/14/2020. TCP map, security plan, site
plan map and TBD information still pending 07/14/2020.

