



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Cohlmia's "The Plant Place" Spring Fest Date(s) of Event: April 17, 2021
Location Address: 1502 S CINCINNATI PL E Council District(s): 4
Event Description: A kick off to Spring with the arrival of our spring plants and the services we offer. having fun in our parking lot with other vendors that will compliment us.

Event Category: Festival/Celebration

Event Includes: Tent/Canopy, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 200 Per Day: 200

Anticipated Participants: Total: 20 Per Day: 20

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Cohlmia's "The Plant Place" Website: https://www.cohlmia.com/

Chief Officer of Host Organization: Victor Goetz

Email and Phone: victor@calverts.com 918-582-5572

Applicant Name: Cohlmia's "The Plant Place"

Email and Phone: kirbi@cohlmi.com 918-592-5572

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Erin Walston Mobile: 918-697-9627

Billing Contact: Cohlmia's "The Plant Place" Phone: 918-592-5572

Billing Address: 1502 S CINCINNATI PL E Tulsa
Tulsa OK 74119

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 04/17/2021 Time: 8 a.m.
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot

Event Start: Date: 04/17/2021 Time: 10 a.m.
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA - Parking Lot
Run, Walk, Parade Start Time: NA
Daily Event Hours: 10 a.m. to 4 p.m.

Event End: Date: 04/17/2021 Time: 4 p.m.
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 04/17/2021 Time: 4 p.m.
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 1
Number of Food Trucks: 2
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 20 Number of Service Vendors: 1
Number of Tents/Canopies: 1-10X10 Provider and Phone: Cohlmia's personally owned tent
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: Unpaved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): There are no sponsors for this event. It is just an event Cohlmia's is hosting for spring plant arrival

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: Porta John of Tulsa (918) 836-2134

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: 04/16/2021 Time: 9 a.m.

Equipment Pickup: Date: 04/19/2021 Time: 9 a.m.

Other information: 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:

We will have signs pointing to parking behind our building and signs for COVID safety.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Cohlmia's staff will cleanup mess left behind by customers and ask that vendors clean up after themselves.

Number of Trash Receptacles: 4

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:

Businesses

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: 03/05/2021 Date routed: 03/22/2021 Date for review: 04/01/2021

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: Site map uploaded 03/19/2021. A permit will not be issued until all requested/required documents are uploaded into the system portal.

