



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Black Wall Street Legacy Festival Date(s) of Event: May 28-30, 2021  
Location Address: 700 N GREENWOOD AVE E Council District(s): 1, 4  
Event Description: The Black Wall Street Legacy Festival seeks to elevate and amplify the hard work and voices of Black Tulsans over the last 100 years by offering opportunities to reflect, learn, and inspire through community curated experiences.

**Event Category:** Festival/Celebration

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

Anticipated Attendance: Total: 15000 Per Day: 5000

Anticipated Participants: Total: 225 Per Day: 75

Number of Events for Monthly Event: NA

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

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Host Organization: Black Wall Street Legacy Festival Website: www.blackwallstreetlegacyfest.com

Chief Officer of Host Organization: Dr. Tiffany Crutcher

Email and Phone: info@blackwallstreetlegacyfest.com

Applicant Name: Shannon White

Email and Phone: swhite@gatheringplace.org 918-549-8282

Professional Event Organizer:

Email and Phone:

On-site Contact: Shannon White Mobile: 918-947-6241

Billing Contact: Gathering Place Phone: 918-549-8282

Billing Address: 2650 S. John Williams Way E  
Tulsa OK 74114

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

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**Event Setup:** Date: 05/27/2021 Time: 6:00am  
Street Closure for Event Setup: Date: 05/28/2021 Time: 6:00am  
Street(s) to be Closed for Event Setup: See Site Map

**Event Start:** Date: 05/28/2021 Time: 10:00am  
Street Closure for Event Start: Date: 05/28/2021 Time: 6:00am  
Street(s) to be Closed for Event Start: See TCP Map  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 5/28 - 10am to 10pm  
5/29 - 11am to 10pm  
5/30 - 12pm to 8:30pm

**Event End:** Date: 05/30/2021 Time: 8:30pm  
Street Reopens after Event End: Date: 05/30/2021 Time: 11:59pm

**Event Teardown:** Date: 05/30/2021 Time: 8:30pm  
Street Reopens after Event Teardown: Date: 05/30/2021 Time: 11:59pm

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Wine Sales, High point beer sales, Alcohol Sales  
Number of Food Vendors: 0  
Number of Food Trucks: 10  
Food Cooked on-site: Yes Fuel(s) to be used: Charcoal, Electric, Gas, Wood  
Number of Item Vendors: 30 Number of Service Vendors: 10  
Number of Tents/Canopies: See Site Map Provider and Phone: Party Pro Rents & Events, Dana Barnes  
(918) 622-8102 X1003  
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**

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Security and/or Police: Contact, Email and Phone: Off-duty Captain Karen Tipler (918) 855-3337  
ktipler@cityoftulsa.org

Medical and/or First Aid Services: Contact, Email and Phone: EMSA (918) 596-3055

Traffic Control Barricade Company: Contact, Email and Phone: Direct Traffic Control , Josh Legan (918)  
836-0666 www.directtrafficcontrol.com

Equipment Setup: Date:05/28/2021 Time: 6:00am Equipment Pickup: Date: 05/30/2021 Time: 11:59pm

Crowd Management Fencing Company: Contact, Email and Phone: At Your Service Rentals (918) 272-0568  
aysteam@aysrentals.com

Equipment Setup: Date:05/28/2021 Time: 6:00am Equipment Pickup: Date: 05/30/2021 Time: 11:59pm

Parking Type: Street, 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): Community Sponsors & Partners

Name of Park and Location, if applicable: NA

Drone: Yes

Portable Toilets: Provider and Phone: At Your Service

Total Number of Portable Toilets: 40 Number of ADA Accessible Portable Toilets: 6

Equipment Setup: Date: 05/28/2021 Time: 6:00am

Equipment Pickup: Date: 05/31/2021 Time: 10:00am

Other information: Healthy Safety Plan includes: Distribution of multiple hand washing and sanitation stations throughout festival footprint. Other events happening within footprint:  
5/28 - Black Wall Street Memorial March (separate permit),  
5/29 - Centennial Black Wall Street Heritage Parade (separate permit)

**Entertainment and Related Activities**

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Number of Stages: 3

Number of Performers/Bands: 30+

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 6:00am

Finish Time: 10:00am

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

Sound Amp Start and End Time: Fri 10am-10pm, Sat 11am-10pm, Sun 12pm-8:30pm

Sound Check Start/End Time: TBD on Thursday, May 27th (Legacy Main Stage only), 6am-10am on Friday, May 28th (World Culture Music Stage)

Describe Sound Equipment: Legacy Fest Main Stage - Large scale stage SL250 with top-tier production Audio Visual set-up. Located at OSU-Lawn facing North. World Culture Music Stage – Medium scale stage SL100 with large Audio Visual set-up. Located at Archer and Greenwood, facing West. Legacy Fest Summit Stage – indoor stage and audio for panels and lectures (on Fri and Sat only). Located at Greenwood Cultural Center.

Sound checks conducted prior to the event: Yes

Start Time: 10:00am

Finish Time: 10:00pm

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:

Festival signage will be set-up throughout festival footprint, including health safety/distancing signage.

**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: The festival will multiple groups as part of the cleanup plan. This includes local janitorial companies TBD, a dedicated group of volunteers and staff nightly, 30+ trash receptacles added to footprint (AYS Rentals), 2+ dumpsters on-site (American Waste)

Number of Trash Receptacles: 30

Number of Dumpsters: 1

Number of Recycling Containers: 15

Cleanup Service Provider and Phone, if applicable: TBD

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents, Schools, Businesses, Business Association, Neighborhood Association , 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: 03/04/2021      Date routed: 04/29/2021      Date for review: 05/05/2021

Special Events Committee Recommendation: \_\_\_\_\_

Yes  No

Date routed to Mayor: \_\_\_\_\_

Mayor's Recommendation: \_\_\_\_\_

Yes  No

Date routed to Council: \_\_\_\_\_

City Council Approval: \_\_\_\_\_

Yes  No






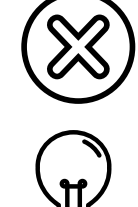

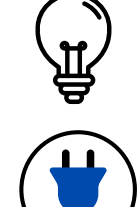







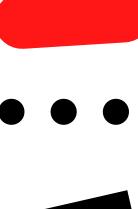
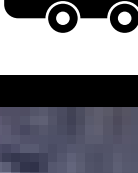


Date Permit Issued: \_\_\_\_\_

Comments: Form and Site Plan revised 04/29/2021. \*A permit will not be issued until all requested/required documents are uploaded into the system portal. COVID-19 Safety Plan submitted 04/28/2021 & being reviewed by THD.

# BLACK WALL STREET LEGACY

05 28 FESTIVAL 2021 06 19

## FESTIVAL MAP KEY

	STAGES		EMSA & TFD
	LARGE TENTS		SECURITY COMMAND
	VENDOR & VOLUNTEER PARKING		NO PUBLIC ACCESS
	NON-FOOD VENDORS		LIGHT TOWERS
	FOOD VENDORS		CLIFFORD GENERATORS
	TALENT/STAFF PARKING		COLOR ME TRUE TENTS (SAT ONLY)
	TALENT/STAFF RESTROOMS		ROAD CLOSURES (WILL OPEN FOR PARADES OR MEMORIAL MARCH)
	PUBLIC RESTROOMS		ROAD CLOSURES (ENTIRE TIME)
	TALENT RVS		POTENTIAL CART/SHUTTLE ROUTES
			BIKE RACK

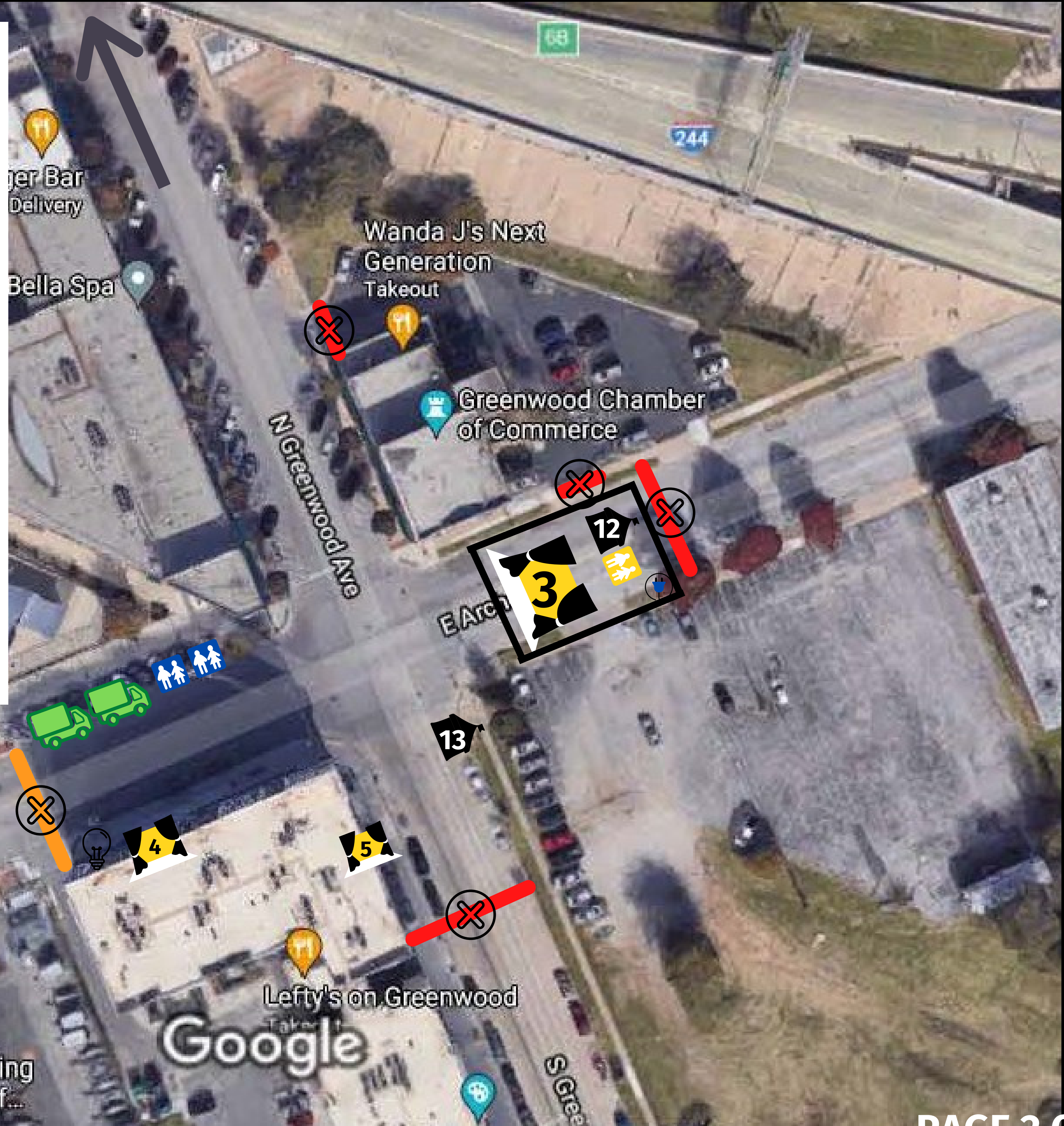




# BLACK WALL STREET LEGACY

05 28 FESTIVAL 2021 06 19

1. LEGACY MAIN STAGE
2. SUMMIT @ GREENWOOD CULTURAL CENTER
3. WORLD CULTURE MUSIC STAGE
4. SILHOUETTE SNEAKERS & ART
5. BWS LIQUID LOUNGE
6. MEDIA TENT
7. VIP & MAIN STAGE TALENT HOSPITALITY
8. MASK DISTRIBUTION / GENERAL INFO
9. VOLUNTEER CHECK-IN
10. VIP CHECK-IN
11. TULSA AIR & SPACE (SAT ONLY)
12. WCM STAGE TALENT HOSPITALITY
13. WCM STAGE MERCHANDISE AREA
14. DUMPSTER







SPECIAL  
EVENT  
AHEAD

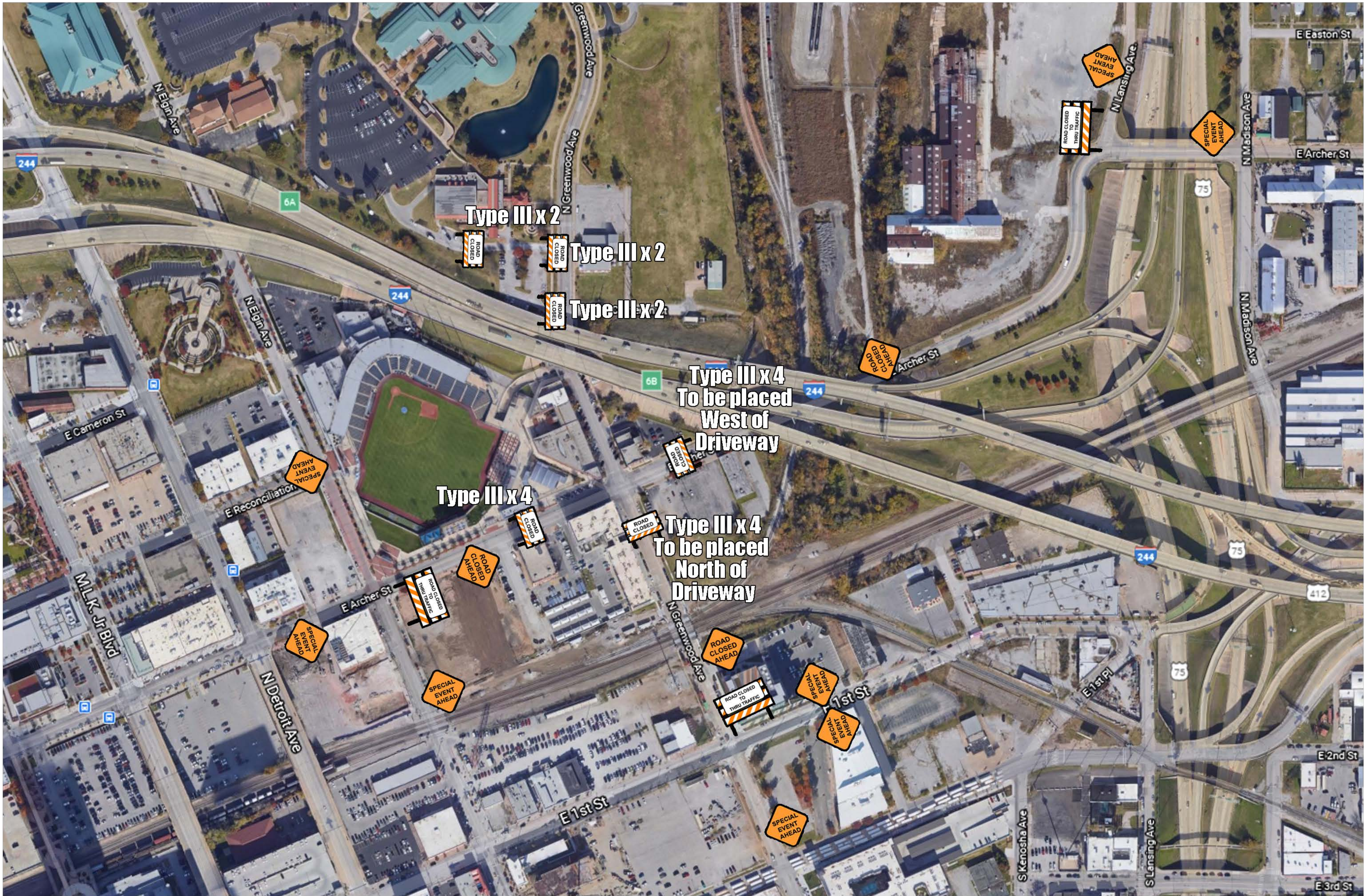
SPECIAL  
EVENT  
AHEAD

ROAD  
CLOSED

Type III x 4

Type III x 4





Type III x 2

Type III x 2

Type III x 2

Type III x 4  
To be placed  
West of  
Driveway

Type III x 4

Type III x 4  
To be placed  
North of  
Driveway

