



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Christ the King Church Picnic Date(s) of Event: October 3, 2021
 Location Address: 1602 S ROCKFORD AVE E Council District(s): 4
 Event Description: Picnic
Event Category: Street/Block Party
Event Includes: Tent/Canopy, Private Park, Public Right of Way, Street Closure
 Anticipated Attendance: Total: 200 Per Day: 200
 Anticipated Participants: Total: 200 Per Day: 200
 Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Christ the King Catholic Church Website: NA
 Chief Officer of Host Organization: Maria Barnes
 Email and Phone: ctkparish@christthekingcatholic.curch 918-706-2252
 Applicant Name: Christ the King Church
 Email and Phone: m.veliz@sbcglobal.net 918-584-4788
 Professional Event Organizer: NA
 Email and Phone:
 On-site Contact: Maria Barnes Mobile: 918-706-2252
 Billing Contact: Christ the King Church Phone: 918-584-4788
 Billing Address: 1520 South Rockford Avenue
Tulsa OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/03/2021 Time: 2:00 pm
Street Closure for Event Setup: Date: 10/03/2021 Time: 2:00 pm
Street(s) to be Closed for Event Setup: 16th St between Rockford Ave and Quincy Ave

Event Start: Date: 10/03/2021 Time: 4:00 pm
Street Closure for Event Start: Date: 10/03/2021 Time: 2:00 pm
Street(s) to be Closed for Event Start: 16th St between Rockford Ave and Quincy Ave
Run, Walk, Parade Start Time: NA
Daily Event Hours: 4:00 to 7:00 pm

Event End: Date: 10/03/2021 Time: 7:00 pm
Street Reopens after Event End: Date: 10/03/2021 Time: 7:30 pm
Event Teardown: Date: 10/03/2021 Time: 7:00 pm
Street Reopens after Event Teardown: Date: 10/03/2021 Time: 7:30 pm

Secondary Permits Required

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: Charcoal
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 2 10X10 Provider and Phone: Sponsor Owned
Number of Inflatables: 1 Provider and Phone: TBD,
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: RoadSafe Traffic Systems (918) 425-4550

Equipment Setup: Date: 10/01/2021 Time: 10:00 am Equipment Pickup: Date: 10/04/2021 Time: 10:00 am

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

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

Parking Type: ADA parking available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Christ the King Catholic Church

Name of Park and Location, if applicable: 16th Street between Rockford Ave and Quincy Ave. It is the playground that Marquette Catholic School uses.

Drone: No

Portable Toilets: Provider and Phone: NA

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

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other information: TCP preset 10/01/2021

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:

NA

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: With 10 trash cans provided by the church, attendees will be able to throw away their own trash throughout the event. If any trash is on the ground or on the playground, volunteers can pick it up, or attendees can clean up after themselves and their children.

Number of Trash Receptacles: 10

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:

Places of Worship

Affidavit 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 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: 08/25/2021 Date routed: 09/15/2021 Date for review: 09/22/2021

Special Events Committee Recommendation: *09/16/2021 Yes No

Date routed to Mayor: 09/16/2021 Mayor's Recommendation: 09/22/2021 Yes No

Date routed to Council: 09/16/2021 City Council Approval: 09/22/2021 Yes No

Date Permit Issued: 09/28/2021 Comments: Form and Map revised 09/15/2021

*Email Review - Next scheduled SEC meeting 09/22/2021. COI received 09/21/2021.



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[Christ the King Picnic](#)

Activities: 4 to 7 p.m.

Road Closed: 2 to 7:30 p.m.

[WIN Special Events](#)