



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Kendall Whittier Arts FestivalDate(s) of Event: 10/16/21Location Address: 1 S. Lewis Ave.Council District(s): 4

Event Description: Kendall Whittier comes alive with local art vendors, gallery shows, food trucks, live music, interactive art and kids activities, creating an environment to enjoy and foster the arts for the whole family.

Event Category: Festival/Celebration

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

Anticipated Attendance: Total: 2500Per Day: 2500Anticipated Participants: Total: 72Per Day: 72

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Kendall Whittier Main Street Website: http://visitkendallwhittier.com/Chief Officer of Host Organization: Jessica JacksonEmail and Phone: jessica@visitkendallwhittier.com 918-633-1934Applicant Name: Kendall Whittier Main Street - Jessica JacksonEmail and Phone: jessica@visitkendallwhittier.com 918-633-1934

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Jessica JacksonMobile: 918-633-1934Billing Contact: Kendall Whittier Main StreetPhone: 918-633-1934Billing Address: 2205 Admiral Blvd.
Tulsa OK 74110

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/16/2021 Time: 12 pm
Street Closure for Event Setup: Date: 10/16/2021 Time: 12 pm
Street(s) to be Closed for Event Setup: Admiral Blvd between Atlanta Ave and Lewis Ave, and between Zunis Ave and Lewis Ave

Event Start: Date: 10/16/2021 Time: 2 pm
Street Closure for Event Start: Date: 10/16/2021 Time: 12 pm
Street(s) to be Closed for Event Start: Admiral Blvd between Atlanta Ave and Lewis Ave, and between Zunis Ave and Lewis Ave

Run, Walk, Parade Start Time: NA
Daily Event Hours: 2 pm to 10 pm

Event End: Date: 10/16/2021 Time: 10 pm
Street Reopens after Event End: Date: 10/16/2021 Time: 11 pm

Event Teardown: Date: 10/16/2021 Time: 10 pm
Street Reopens after Event Teardown: Date: 10/16/2021 Time: 11 pm

Secondary Permits Required

Beer Sales, Alcohol Sales: High point beer sales, Low point Beer Sales
Number of Food Vendors: 6
Number of Food Trucks: 6
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 72 Number of Service Vendors: 0
Number of Tents/Canopies: 75 10x10 tents Provider and Phone: Vendor Owned
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: Two security guards hired by Tim O'Keefe (retired police) - (918) 697-8348

Medical and/or First Aid Services: Contact, Email and Phone: First aid kits on hand. Staff, volunteers and security available to assist.

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

Equipment Setup: Date: 10/16/2021 Time: 12 pm Equipment Pickup: Date: 10/16/2021 Time: 11 pm

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

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

Parking Type: Street, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Fowler Automotive

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: At Your Service Rentals (918) 272-0568

Total Number of Portable Toilets: 6 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 10/16/2021 Time: 12 pm

Equipment Pickup: Date: 10/16/2021 Time: 11 pm

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 7

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 2 pm

Finish Time: 10 pm

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

TBD

Sound checks conducted prior to the event: Yes

Start Time: 1 pm

Finish Time: 1:45 pm

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:

Stage lights

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Staff and volunteers will clean as necessary.

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 10

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Businesses, Neighborhood Association

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: 08/31/2021 Date routed: 09/28/2021 Date for review: 10/06/2021

Special Events Committee Recommendation: _____ Yes No

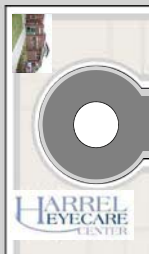
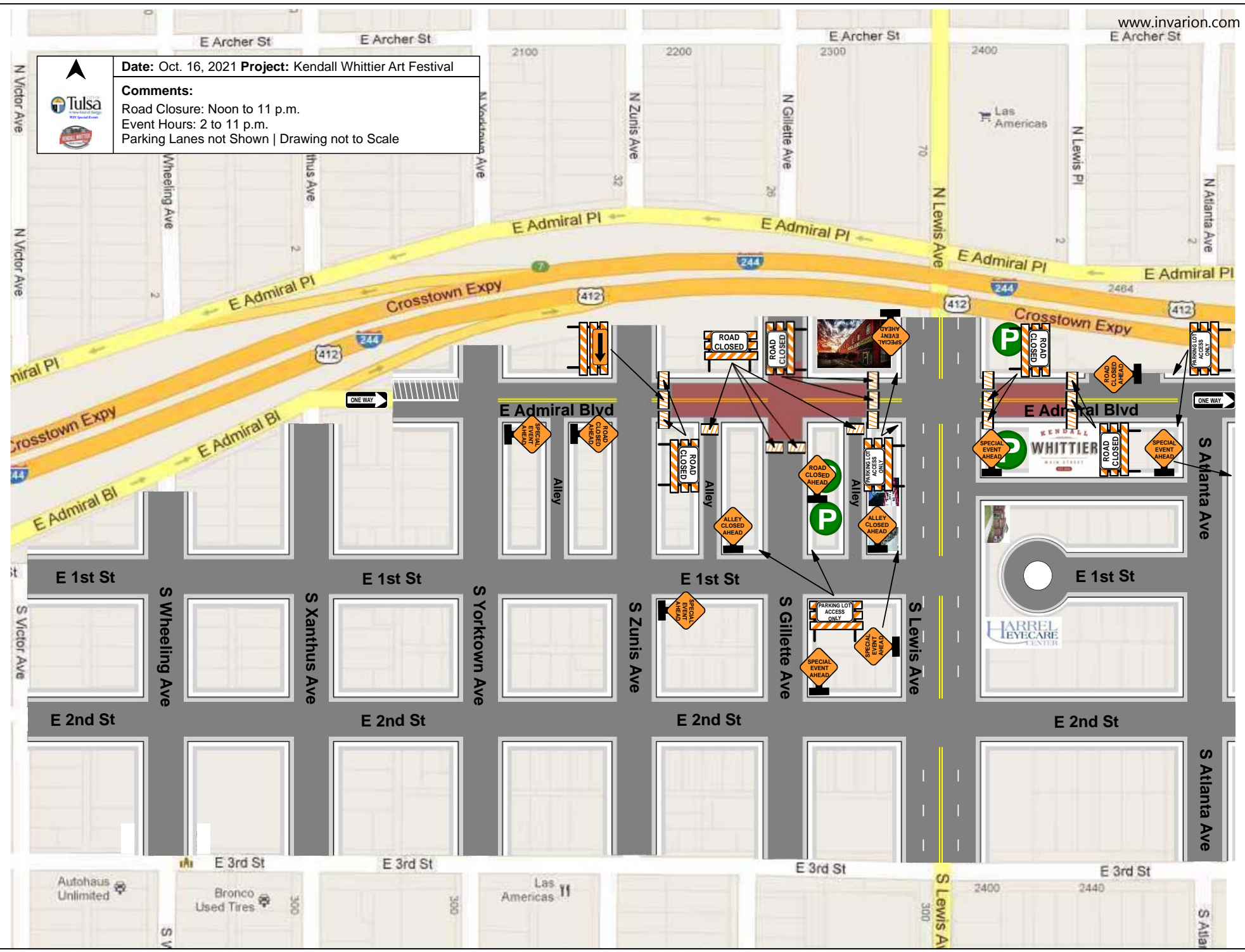
Date routed to Mayor: _____ Mayor's Recommendation: _____ Yes No

Date routed to Council: _____ City Council Approval: _____ Yes No

Date Permit Issued: _____ Comments: Form and map revised 09/22/2021.

Date: Oct. 16, 2021 **Project:** Kendall Whittier Art Festival

Comments:
 Road Closure: Noon to 11 p.m.
 Event Hours: 2 to 11 p.m.
 Parking Lanes not Shown | Drawing not to Scale





72 ARTISTS

