



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Steins in the Square Date(s) of Event: October 7-9, 2021
 Location Address: 1709 S Utica Square S 220 Council District(s): 4
 Event Description: Bavarian-themed festival featuring live polka music, street entertainers, activities, games, food and beverages. Proceeds will be donated to the 501c3 organization Demand Project.
Event Category: Festival/Celebration
Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Live Entertainment, Food Sales, Merchandise Sales, Private Property
 Anticipated Attendance: Total: 10000 Per Day: 3300
 Anticipated Participants: Total: 90 Per Day: 30
 Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Utica Square Website: NA
 Chief Officer of Host Organization: CASSANDRA MONTRAY
 Email and Phone: cassandra.montray@hpinc.com 918-588-5212
 Applicant Name: SRO Productions of Tulsa, Inc.
 Email and Phone: jon.terry@sroagency.com 918-855-9931
 Professional Event Organizer: NA
 Email and Phone:
 On-site Contact: Jon Terry Mobile: 918-855-9931
 Billing Contact: SRO Productions of Tulsa, Inc. Phone: 918-855-9931
 Billing Address: 7107 S YALE AVE E Tulsa
Tulsa OK 74136

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/07/2021 Time: 11:00 am

Street Closure for Event Setup: Date: Time:

Street(s) to be Closed for Event Setup: NA

Event Start: Date: 10/07/2021 Time: 7 pm

Street Closure for Event Start: Date: Time:

Street(s) to be Closed for Event Start: NA

Run, Walk, Parade Start Time: NA

Daily Event Hours: Thursday, Oct 7: 7pm to 10pm

Friday, Oct 8: 3pm to 11pm

Saturday, Oct 9: 3pm to 11pm

Event End: Date: 10/09/2021 Time: 11:00 pm

Street Reopens after Event End: Date: Time:

Event Teardown: Date: 10/09/2021 Time: 11:00pm

Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Wine Sales, High point beer sales

Number of Food Vendors: 4

Number of Food Trucks: 0

Food Cooked on-site: Yes Fuel(s) to be used: Charcoal, Gas

Number of Item Vendors: 4 Number of Service Vendors: 0

Number of Tents/Canopies: 8 Provider and Phone: ABCO Rental (918) 583-6557
One each: 160x80 & 120x40 + (6) 10x10

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: Utica Square Head of Security: Red Adair (405) 519-8111; bradley.adair@hpinc.com

Medical and/or First Aid Services: Contact, Email and Phone: Utica Square is directly across the street from St. John's Hospital. Utica Square security staff follow established procedures used at all other events in the Square as protocol for any medical need, plus provide communications.

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: Utica Square owns it's own crowd control fencing

Equipment Setup: Date: 10/07/2021 Time: 1pm Equipment Pickup: Date: 09/09/2021 Time: 11pm

Parking Type: Parking Garage, ADA parking available, Paved Lot

Transportation Service: Ride Share

Transportation Service: Contact, Email and Phone: Setting up arrangement for an Uber station

Sponsor and Other Event Information

Event Sponsor(s): Utica Square Merchants Association
TMA Systems

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: 40 Number of ADA Accessible Portable Toilets: 3

Equipment Setup: Date: 10/07/2021 Time: 9am

Equipment Pickup: Date: 10/11/2021 Time: 9am

Other information: Titled: "Steins in the Square" this is a Charitable event (Demand Project) and is family friendly with live music, themed-activities, food and beverage that will include beer and wine. Held under two large tents within Utica Square property.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 3

Performer/Band name and music type: All are Polka bands:
Ubercool
The PolkaMeisters
Route 161 Happy Wanderers

Sound Amplification: Yes Start Time: 7pm Finish Time: 11pm

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

Sufficient for large tent size. Four tops (on tripods), 2 sub cabinets.

Sound checks conducted prior to the event: Yes Start Time: 4pm Finish Time: 5:30p

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:

TBD

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: On-site crews will police festival area during all hours. Plenty of trash cans will be easily available and the crews will maintain those by regular dumping into on-site dumpster which will include bins already at Utica Square plus additional containers.

Number of Trash Receptacles: 30 Number of Dumpsters: 2 Number of Recycling Containers: 10

Cleanup Service Provider and Phone, if applicable: Utica Square's Landscaping and Maintenance Crews

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

Presented Event Concept to:

Businesses, Other entities

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 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: 08/23/2021 Date routed: _____ Date for review: 10/06/2021

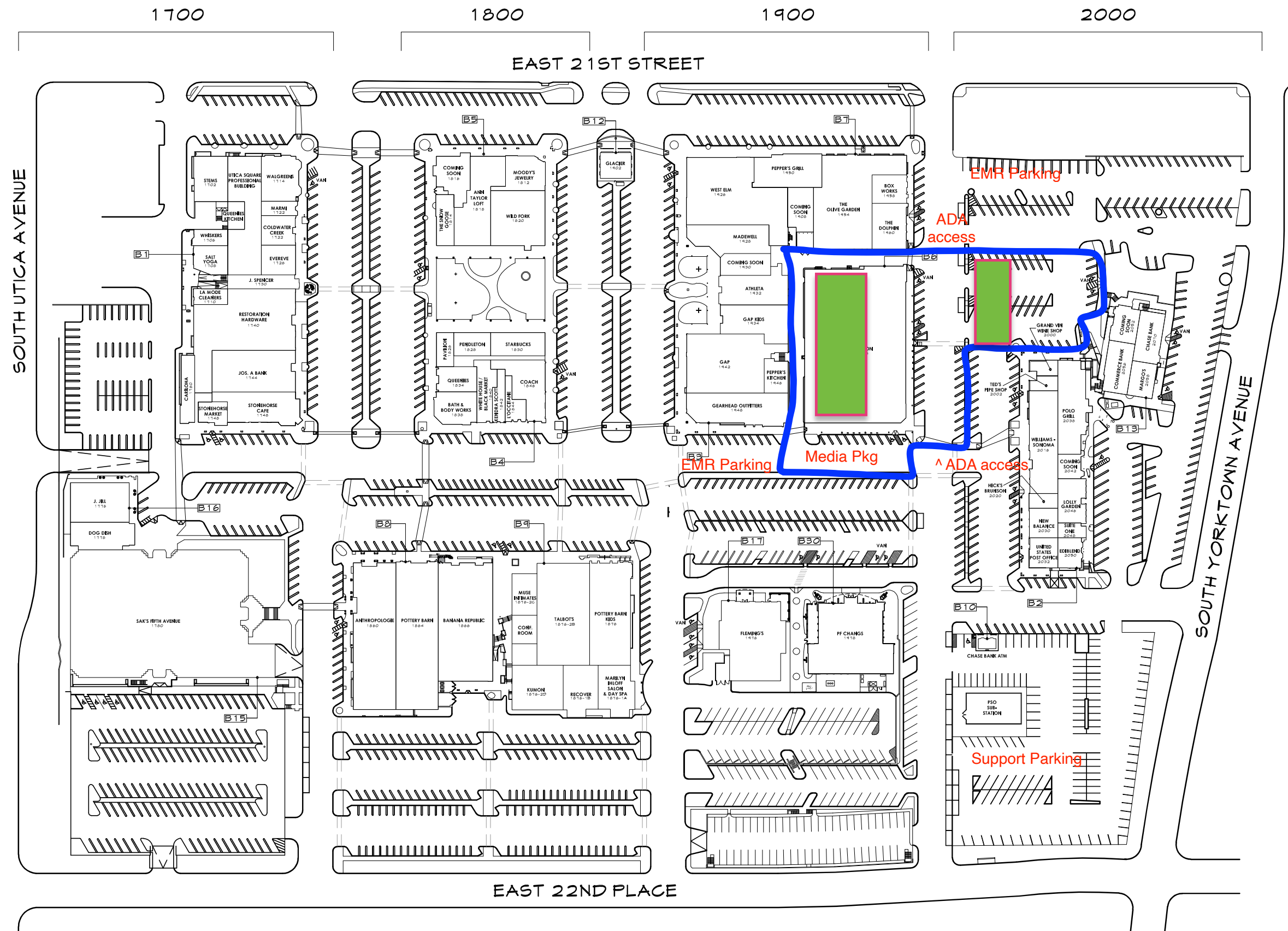
Special Events Committee Recommendation: _____

Date routed to Mayor: _____ Mayor's Recommendation: _____

Date routed to Council: _____ City Council Approval: _____

Date Permit Issued: _____ Comments: Form revised 09/21/2021

Key: Green boxes are Tents, Blue outline is fenced-off festival area, total center for parking - most stores closed during event times.



SITE PLAN

UTICA SQUARE SHOPPING CENTER

HELMERICH & PAYNE PROPERTIES

02.06.2019