



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Fall Fun FestDate(s) of Event: 10/30/2021Location Address: 5708 E 31st STCouncil District(s): 5

Event Description: Fall Fun Fest is a Halloween Celebration outdoors on Church property in the main parking lot. A family friendly Halloween event with live music, games, a popcorn stand, photo booth and decorated trunks for families to walk around and get candy.

Event Category: Festival/CelebrationEvent Includes: Public Right of Way, Live Entertainment, Private Property, Street ClosureAnticipated Attendance: Total: 600Per Day: 600Anticipated Participants: Total: 600Per Day: 600

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Highland Park Christian Church Website: www.hptulsa.comChief Officer of Host Organization: Brian JenningsEmail and Phone: 918-627-0783Applicant Name: Highland Park Christian ChurchEmail and Phone: alidcarlton@gmail.com 918-360-0813

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Ali CarltonMobile: 918-360-0813Billing Contact: Highland Park Christian ChurchPhone: 918-627-0783Billing Address: 5708 E 31st ST
Tulsa OK 74145

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/30/2021 Time: 1:00pm

Street Closure for Event Setup: Date: 10/30/2021 Time: 1:00pm

Street(s) to be Closed for Event Setup: See Map

Event Start: Date: 10/30/2021 Time: 2:00pm

Street Closure for Event Start: Date: 10/30/2021 Time: 1:00pm

Street(s) to be Closed for Event Start: Hudson Ave - 1 half block south of 31st St

Run, Walk, Parade Start Time: NA

Daily Event Hours: 2 to 4pm

Event End: Date: 10/30/2021 Time: 4:00pm

Street Reopens after Event End: Date: 10/30/2021 Time: 4:30pm

Event Teardown: Date: 10/30/2021 Time: 4:00pm

Street Reopens after Event Teardown: Date: 10/30/2021 Time: 4:30pm

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: Electric

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

Number of Tents/Canopies: 0 Provider and Phone: NA

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: Dave Dunson, david@hptulsa.com (918) 798-5593

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: 10/30/2021 Time: 1:00pm Equipment Pickup: Date: 10/30/2021 Time: 4:30pm

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

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

Parking Type: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Highland Park Christian Church

Name of Park and Location, if applicable: NA

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: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Danial Jordan - Cover band

Sound Amplification: Yes

Start Time: 2:00pm

Finish Time: 4:00pm

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

2 speaker set up

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: All waste will be taken to the on site dumpster.

Number of Trash Receptacles: 6

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

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

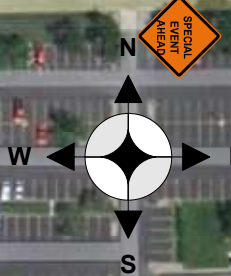
Date received: 09/28/2021 Date routed: 10/12/2021 Date for review: 10/20/2021

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 10/112/2021.



 **CITY OF Tulsa**
A New Kind of Energy.

Fall Fun Fest

October 30, 2021

[Highland Park Christian Church](#)

Activities 2 to 4 p.m.

 Road Closed 1 to 4:30 p.m.

 Road Closed to Thru Traffic

[WIN Special Events](#)

