



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Steins in the Square 2022 Date(s) of Event: October 13, 14, 15, 2022
 Location Address: 2201 S UTICA AVE E Council District(s): 4
 Event Description: Bavarian-themed festival featuring live polka music, street entertainers, activities, games, food and beverages. Proceeds benefit 501c3 Demand Project.
Event Category: Festival/Celebration
Event Includes: Amplified Sound, Tent/Canopy, Beer/Alcohol Sales, Live Entertainment, Food Sales, Merchandise Sales, Private Property
 Anticipated Attendance: Total: 6000 Per Day: 2000
 Anticipated Participants: Total: 90 Per Day: 90
 Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: UTICA SQUARE SHOPPING CENTER Website: https://uticasquare.com/
 Chief Officer of Host Organization: CASSANDRA MONTRAY
 Email and Phone: cassandra.montray@hpinc.com 918-588-5212
 Applicant Name: SRO Productions of Tulsa, Inc. - Jon Terry
 Email and Phone: jon.terry@sroagency.com 918-855-9931
 Professional Event Organizer: Same
 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: 10/11/2022 Time: 8:00am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot

Event Start: Date: 10/13/2022 Time: 7pm
Street Closure for Event Start: Date: 10/13/2022 Time:
Street(s) to be Closed for Event Start: NA - Parking Lot
Run, Walk, Parade Start Time: NA
Daily Event Hours: Oct 13 7-10pm
Oct 14 3-11pm
Oct 15 3-11pm

Event End: Date: 10/13/2022 Time: 11pm
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 10/17/2022 Time: 8am
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: No Fuel(s) to be used:
Number of Item Vendors: 1 Number of Service Vendors: 4
Number of Tents/Canopies: 10 Provider and Phone: (6) 10x10, (2) 10X20, (1) 40x120, (1) 60x150
ABCO Rental (918) 583-6557 for the larger
tents
Party Pro (918) 622-8102 for the 10x10
vendor and coupon tents
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: Red Adair - Head of Utica Square Security (918) 588-529
Bradley.adair@hpinc.com

Medical and/or First Aid Services: Contact, Email and Phone: NA

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: NA

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

Parking Type: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Utica Square Merchants Association

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: 30 Number of ADA Accessible Portable Toilets: 3

Equipment Setup: Date: 10/12/2022 Time: 2pm

Equipment Pickup: Date: 10/17/2022 Time: 2pm

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 3

Performer/Band name and music type: All Polka Bands: Ubercool, Those Darn Accordions & The Polka Brothers

Sound Amplification: Yes

Start Time: 3pm

Finish Time: 10pm

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

Two line-array tops per side with sub cabinets in front of stage - run via iPad (no cables in crowd)

Sound checks conducted prior to the event: Yes

Start Time: 1pm

Finish Time: 3pm

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:

Trussed lights focused on stage with some uplighting for tent

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Utica Square Maintenance team always provides clean-up

Number of Trash Receptacles: 30

Number of Dumpsters: 4

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: Utica Square Maintenance - contact Property Manager Cassar

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

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: 08/16/2022 Date routed: 10/10/2022 Date for review: 10/12/2022

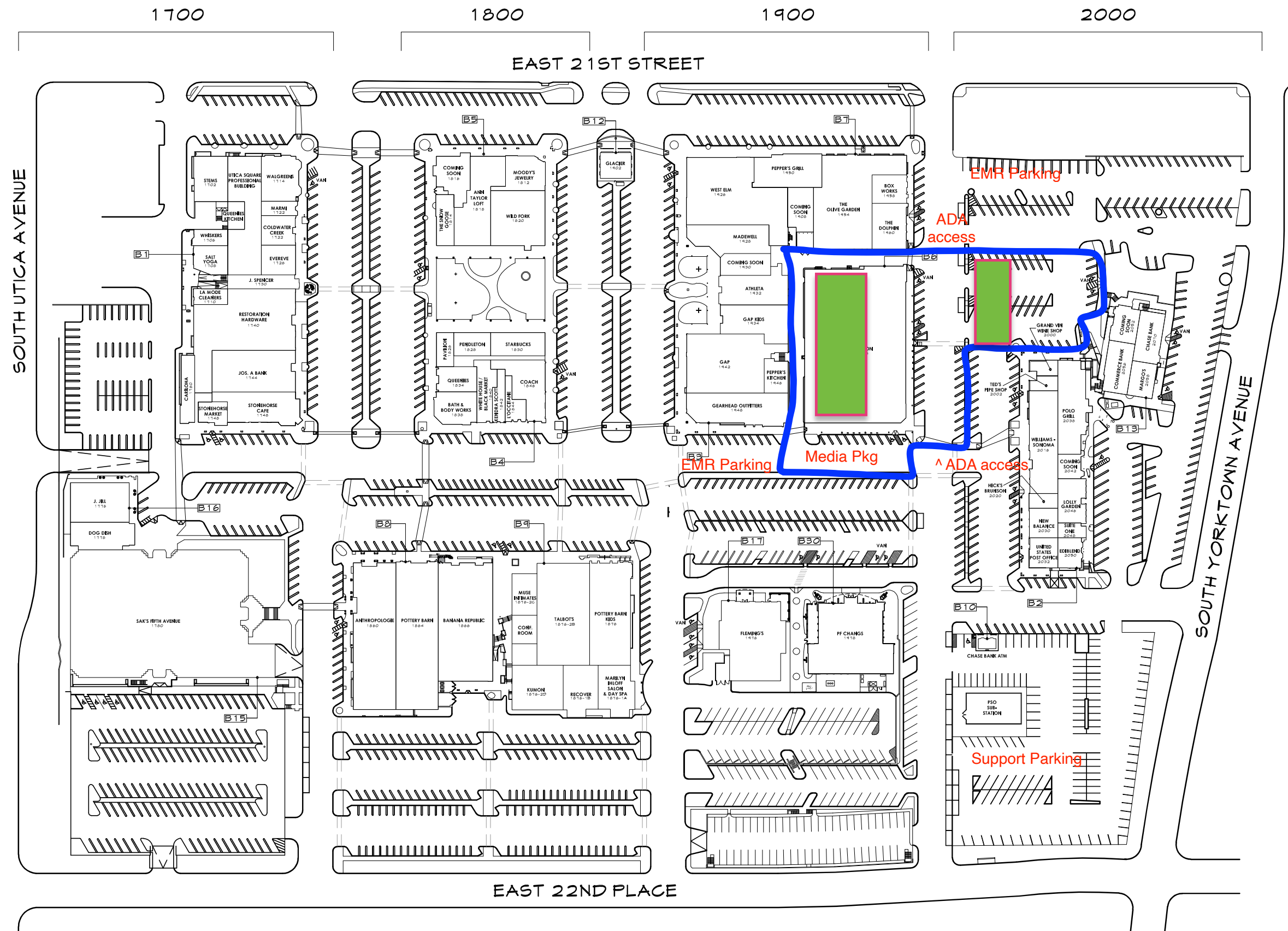
Special Events Committee Recommendation: _____ Yes No

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

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

Date Permit Issued: _____ Comments: ABLE license uploaded 09/14/2022. Tent permit uploaded 10/04/2022. COI incomplete as of 10/10/2022.

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