



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

---

Name of Event: Friendship Fest Date(s) of Event: 10/30/2022

Location Address: 1709 N MADISON AVE E Council District(s): 1

Event Description: A community gathering for church members and neighbors of the community.

**Event Category:** Miscellaneous

**Event Includes:** Amplified Sound, Public Right of Way, Private Property, Street Closure

Anticipated Attendance: Total: 250 Per Day: 250

Anticipated Participants: Total: 0 Per Day: 0

Number of Events for Monthly Event: NA

### Host Organization, Applicant and Professional Event Organizer Information

---

Host Organization: Friendship Baptist Church Website: https://www.friendshipchurchtulsa.org/

Chief Officer of Host Organization: Dwayne Henderson

Email and Phone: agapebiblefellowhiptulsa@gmail.com 918-809-8989

Applicant Name: Brittani Gunnells

Email and Phone: admin@friendshipchurchtulsa.org 918-582-4491

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Dwayne Henderson Mobile: 918-809-8989

Billing Contact: Brittani Gunnells Phone: 918-582-4491

Billing Address: 1709 N Madison AVE  
Tulsa OK 74106

## ***Event Timeline and Lane/Street Closure Information***

---

**Event Setup:** Date: 10/30/2022 Time: 2pm  
Street Closure for Event Setup: Date: 10/30/2022 Time: 2pm  
Street(s) to be Closed for Event Setup: See TCP Map

**Event Start:** Date: 10/30/2022 Time: 3pm  
Street Closure for Event Start: Date: 10/30/2022 Time: 2pm  
Street(s) to be Closed for Event Start: Madison Avenue between Reading St and Seminole St  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 3 to 5pm

**Event End:** Date: 10/30/2022 Time: 5pm  
Street Reopens after Event End: Date: 10/30/2022 Time: 6pm  
**Event Teardown:** Date: 10/30/2022 Time: 5pm  
Street Reopens after Event Teardown: Date: 10/30/2022 Time: 6pm

## ***Secondary Permits Required***

---

Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 0  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number of Tents/Canopies: 0 Provider and Phone: NA  
Number of Inflatables: 1 Provider and Phone: Jasmines Jumpers (918) 402-4866.  
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: Kevin Ferguson (918) 845-0825, Cameron Ingram (918) 260-1625

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: 10/30/2022 Time: 2:00pm Equipment Pickup: Date: 10/30/2022 Time: 5:00pm

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): Friendship Church Tulsa

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: NA

Total Number of Portable Toilets: 0 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other information: NA

**Entertainment and Related Activities**

---

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 3pm

Finish Time: 5pm

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

JBL Speaker

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: Friendship Church volunteers/members will clean up after end of event.

Number of Trash Receptacles: 3

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:

Residents

**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: 09/08/2022 Date routed: 10/18/2022 Date for review: 10/26/2022

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: Application (incomplete) revised 09/19/2022.

Form revised 10/18/2022.

Comments:



THIS TRAFFIC CONTROL PLAN WAS DRAFTED IN ACCORDANCE WITH M.U.T.C.D & OK.D.O.T. SPECIFICATIONS. ROADS SAFE TRAFFIC SYSTEMS PROVIDED THIS DRAFT TO THE CUSTOMER AS A SERVICE & IS TO BE SUBMITTED TO THE AUTHORITATIVE AGENCY FOR REVIEW AND MODIFICATION IF NEEDED. ROADS SAFE TRAFFIC SYSTEMS ASSUMES NO LIABILITY FOR ACCURACY OR VALIDITY.

Note: All signs will be set according to the M.U.T.C.D. & OK.D.O.T standards based on the roadway type & speed limits.

