



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Trunk or TreatDate(s) of Event: October 31, 2022Location Address: 5434 E 91ST ST SCouncil District(s): 8

Event Description: Fellowship Bible Church is hosting a Trunk or Treat event on Oct 31st. We have done this annual for many years. It includes handing candy out from about 30 parked vehicles, and hayrides being given during the event.

The event attendance has exploded in the last 2 years, causing traffic flow issues along 91st, and into the neighborhoods between Yale Ave and Sheridan Rd.

We have received feedback from neighbors, and from our church members that a solution is needed. We would like to solve the problem by securing the below.

1-Get a special event permit.

2-Put signs near the front of each neighborhood nearby that say "Residents Only"

Event Category: Festival/CelebrationEvent Includes: Public Right of Way, No Parking Signage, Private PropertyAnticipated Attendance: Total: 3500Per Day: 3500Anticipated Participants: Total: 3500Per Day: 3500

Number of Events for Monthly Event: NA

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

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Host Organization: Fellowship Bible ChurchWebsite: https://www.fbctulsa.org/Chief Officer of Host Organization: Alexander HovorkaEmail and Phone: ahovorka@fbctulsa.org 918-481-1445Applicant Name: Fellowship Bible Church - Alex HovorkaEmail and Phone: ahovorka@fbctulsa.org 918-481-1445

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Alexander HovorkaMobile: 918-636-6150Billing Contact: Fellowship Bible ChurchPhone: 918-481-1445Billing Address: 5434 E 91ST ST S Tulsa  
Tulsa OK 74137

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

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**Event Setup:** Date: 10/31/2022 Time: 8:00am  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: NA - Parking Lot

**Event Start:** Date: 10/31/2022 Time: 5:30pm  
Street Closure for Event Start: Date: 10/31/2022 Time: 4:30pm  
Street(s) to be Closed for Event Start: See Map - ROAD CLOSED - RESIDENTS ONLY at various intersections

Run, Walk, Parade Start Time: NA

Daily Event Hours: 5:30 to 7pm

**Event End:** Date: 10/31/2022 Time: 7:00pm  
Street Reopens after Event End: Date: 10/31/2022 Time: 7:45pm

**Event Teardown:** Date: 10/31/2022 Time: 7:00pm  
Street Reopens after Event Teardown: Date: Time:

## **Secondary Permits Required**

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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: 4-6 10X10 Provider and Phone: Church Owned - No groupings

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**

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Security and/or Police: Contact, Email and Phone: Steve Ellis, TPR X925 10-8 Services, LLC (918) 527-6285

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

Traffic Control Barricade Company: Contact, Email and Phone: Direct Traffic Control (918) 836-0666

Equipment Setup: Date: 10/31/2022 Time: 4:30pm Equipment Pickup: Date: 10/31/2022 Time: 7:45pm

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

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

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

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

**Sponsor and Other Event Information**

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Event Sponsor(s): Fellowship Bible Church

Name of Park and Location, if applicable: NA

Drone: Yes

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**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Praise and Worship

Sound Amplification: Yes

Start Time: 4:30pm

Finish Time: 7:30pm

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

Portable powered Speakers

Sound checks conducted prior to the event: Yes

Start Time: 4:00pm

Finish Time: 4:30pm

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:

Large letters along 91st street

**Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Church Volunteers will clean up grounds after event concludes at 7:00pm. All garbage will be deposited in trash cans. Cans will loaded in to dumpster.

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents, Other entities, Places of Worship Pursuing presentation with HOAs, in addition to communication had with City Councilor Phil Lakin, Special Events Coordinator Skipper Bain, and 2 concerned neighbors.

**Avidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 10/17/2022    Date routed: 10/20/2022    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: All fees paid and map revised 10/20/2022.

