



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: First Kids Trunk-or-Treat Date(s) of Event: Oct 29, 2022  
 Location Address: 1115 S BOULDER AVE W Council District(s): 4  
 Event Description: Community trunk-or-treat  
**Event Category:** Street, Lane, or Sidewalk Closure  
**Event Includes:** Public Right of Way, Private Property, Street Closure  
 Anticipated Attendance: Total: 1200 Per Day: 1200  
 Anticipated Participants: Total: 1200 Per Day: 1200  
 Number of Events for Monthly Event: NA

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

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Host Organization: First United Methodist Church Website: https://fumctulsa.org/  
 Chief Officer of Host Organization: Sarah Johnson  
 Email and Phone: sarahjohnson@fumctulsa.org 918-605-3398  
 Applicant Name: FMC Tulsa - Sarah Johnson  
 Email and Phone: sarahjohnson@fumctulsa.org 918-605-3398  
 Professional Event Organizer: NA  
 Email and Phone:  
 On-site Contact: Sarah Johnson Mobile: 918-605-3398  
 Billing Contact: FMC Tulsa Phone: 918-605-3398  
 Billing Address: 1115 S Boulder AVE W  
Tulsa OK 74119

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

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**Event Setup:** Date: 10/29/2022 Time: 10:30am  
Street Closure for Event Setup: Date: 10/29/2022 Time: Noon  
Street(s) to be Closed for Event Setup: See TCP Map

**Event Start:** Date: 10/29/2022 Time: 11:00am - changed to 12:30pm  
Street Closure for Event Start: Date: 10/29/2022 Time: 10:30am - changed to Noon  
Street(s) to be Closed for Event Start: 12th St between Boulder Ave and Main St  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 12:30 to 3:30pm

**Event End:** Date: 10/29/2022 Time: 3:30pm  
Street Reopens after Event End: Date: 10/29/2022 Time: 4:00pm

**Event Teardown:** Date: 10/29/2022 Time: 3:30pm  
Street Reopens after Event Teardown: Date: 10/29/2022 Time: 4:00pm

## ***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: 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**

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Security and/or Police: Contact, Email and Phone: Private security through FUMC Tulsa (918) 636-5590

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

Traffic Control Barricade Company: Contact, Email and Phone: Advanced Workzone Services (918) 682-9393

Equipment Setup: Date: 10/28/2022 Time: 10:00am Equipment Pickup: Date: 10/31/2022 Time: 10:00am

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**

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Event Sponsor(s): FUMC 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**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: No

Start Time:

Finish Time:

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

NA

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Staff, maintenance staff, and volunteers will handle all cleanup.

Number of Trash Receptacles: 8

Number of Dumpsters: 2

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: No affected businesses or residents.

**Affidavit 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**

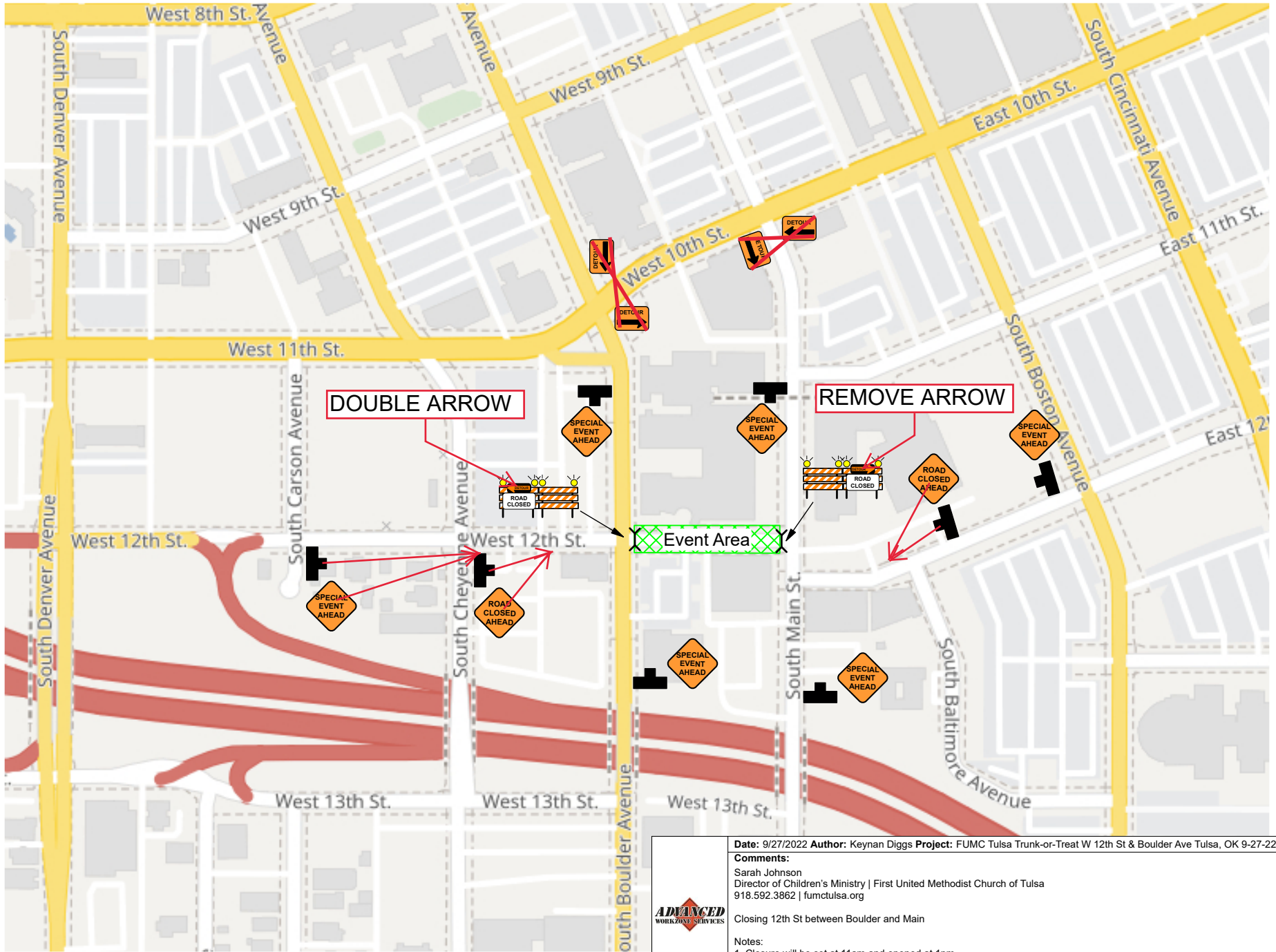
Date received: 08/30/2022 Date routed: 10/18/2022 Date for review: 10/26/2022

Special Events Committee Recommendation: \*Email Review  Yes  No

Date routed to Mayor: 10/20/2022 Mayor's Recommendation: \_\_\_\_\_  Yes  No

Date routed to Council: 10/20/2022 City Council Approval: \_\_\_\_\_  Yes  No

Date Permit Issued: \_\_\_\_\_ Comments: Fees paid 09/04/2022. Draft TCP map received 09/27/2022. Final TCP pending as of 10/18/2022. Timeline revised 10/20/2022. \*Next SEC meeting 10/26/2022.



Date: 9/27/2022 Author: Keynan Diggs Project: FUMC Tulsa Trunk-or-Treat W 12th St & Boulder Ave Tulsa, OK 9-27-22

**Comments:**

Sarah Johnson  
Director of Children's Ministry | First United Methodist Church of Tulsa  
918.592.3862 | fumctulsa.org

Closing 12th St between Boulder and Main

**Notes:**

- 1. Closure will be set at 11am and opened at 1pm.
- 2. All residents and business shall have access at all times.
- 3. NOT TO SCALE

