



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Tulsa Designer ShowcaseDate(s) of Event: April 18 - May 21, 2023Location Address: Start: 3226 E 62nd Street South
End: 3226 E 62nd Street SouthCouncil District(s): 9Event Description: Open House showcasing new design trends. Public viewing from 10am-4pm daily and private corporate parties from 6pm-9pm daily.Event Category: MiscellaneousEvent Includes: Tent/Canopy, Public Right of Way, Live Entertainment, Merchandise Sales, No Parking Signage, Private PropertyAnticipated Attendance: Total: 10000Per Day: 300Anticipated Participants: Total: 300Per Day: 30Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Home Builders Association Website: https://www.tulsahba.com/Chief Officer of Host Organization: Jeffrey SmithEmail and Phone: 918-663-5820Applicant Name: Jeffrey SmithEmail and Phone: jsmith@tulsahba.com 918-663-5820Professional Event Organizer: NA

Email and Phone:

On-site Contact: Jeffrey SmithMobile: 918-857-5470Billing Contact: Jeffrey SmithPhone: 918-663-5820Billing Address: 11545 E 43RD ST S
Tulsa, OK 74146

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 04/13/2023 Time: 8:00am
Street Closure for Event Setup: Date: 04/18/2023 Time: 8:00am
Street(s) to be Closed for Event Setup: NA - No Parking Signs
Event Start: Date: 04/18/2023 Time: 6:00pm
Street Closure for Event Start: Date: 04/18/2023 Time: 8:00am
Street(s) to be Closed for Event Start: NA - No Parking Signs
Run, Walk, Parade Start Time: NA
Daily Event Hours: General public viewing from 10am-4pm daily
Private parties from 6pm-9pm daily.
Event End: Date: 05/21/2023 Time: 4:00pm
Street Reopens after Event End: Date: 05/21/2023 Time: 4:00pm
Event Teardown: Date: 05/23/2023 Time: 4:00pm
Street Reopens after Event Teardown: Date: 05/21/2023 Time: 4:00pm

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: 25 Number of Service Vendors: 25
Number & Sizes of Tents: 1- 30'x50' Provider and Phone: Party Pro Rentals (918) 637-7155
Number of Inflatables: No 0 Provider and Phone: NA
Number of Amusement Rides: No 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: No Contact, Email and Phone: NA

Medical and/or First Aid Services: No Contact, Email and Phone: NA

Traffic Control Barricade Company: No Contact, Email and Phone: NA

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

Crowd Management Fencing Company: No Contact, Email and Phone: NA

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

Parking Type: Street, ADA parking available, Paved Lot

Transportation Service: Shuttle Service, Valet Service

Transportation Service: Contact, Email and Phone: Exquisite Valet (918) 955-4302

Sponsor and Other Event Information

Event Sponsor(s): Home Builders Association of Greater Tulsa

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: No 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 Event 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: 6:00pm

Finish Time: 9:00pm

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

2 Speakers on Patio

Sound checks conducted prior to the event: Yes

Start Time: 5:00pm

Finish Time: 6:00pm

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

Real Estate Signs, No Parking Signs

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Trash will be removed daily through a cleaning service.

Number of Trash Receptacles: 4

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: Nook & Cranny (918) 408-8900

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 of 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: 02/09/2023 Date routed: 02/20/2023 Date for review: 03/15/20223

Special Events Committee Recommendation: _____ Yes No _____

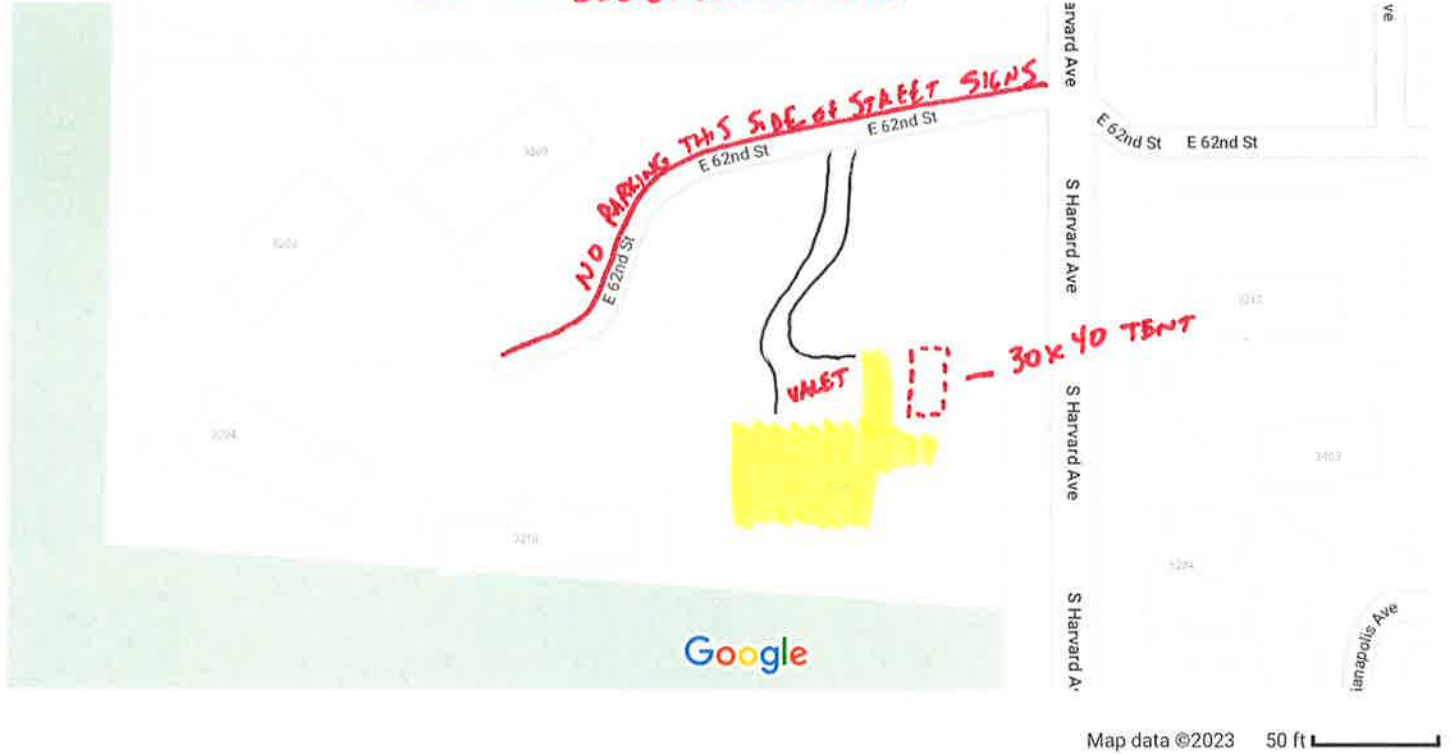
Date routed to Mayor: _____ Mayor's Recommendation: Yes No _____

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

Date Permit Issued: _____ Comments: SEC meeting 03/08/2023.



2023 DESIGNER SHOWCASE



3226 E. 62ND ST.



2023 Designer Showcase Valet Map & Parking



EVENT SITE : 3226 S. 62ND ST

VALET PARKING : 5202 S. HARVARD AVE