



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Easter Weekend Block PartyDate(s) of Event: April 8, 2023Location Address: Start: 2nd St and Wheeling Ave  
End: 3rd St and Wheeling AveCouncil District(s): 1Event Description: Easter block party for surrounding neighborhoods. We will have some inflatables, food trucks, and music.**Event Category:** Street/Block Party**Event Includes:** Public Right of Way, Private Property, Street Closure, InflatablesAnticipated Attendance: Total: 500Per Day: 500Anticipated Participants: Total: 0Per Day: 0

Number of Events for Monthly Event: No

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

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Host Organization: Battlecreek ChurchWebsite: <https://battlecreekchurch.com/>Chief Officer of Host Organization: Montaega HarrisonEmail and Phone: [mharrison@battlecreekchurch.com](mailto:mharrison@battlecreekchurch.com) 770-540-4581Applicant Name: Montaega HarrisonEmail and Phone: [mharrison@battlecreekchurch.com](mailto:mharrison@battlecreekchurch.com) 770-540-4581

Professional Event Organizer:

Email and Phone:

On-site Contact: Montaega HarrisonMobile: 770-540-4581Billing Contact: Montaega HarrisonPhone: 770-540-4581Billing Address: 1915 E 3RD ST S  
Tulsa, OK 74104

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

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**Event Setup:** Date: 04/08/2023 Time: Noon  
Street Closure for Event Setup: Date: 04/08/2023 Time: Noon  
Street(s) to be Closed for Event Setup: Wheeling Ave between 2nd St and 3rd St  
**Event Start:** Date: 04/08/2023 Time: 3 p.m.  
Street Closure for Event Start: Date: 04/08/2023 Time: Noon  
Street(s) to be Closed for Event Start: Wheeling Ave between 2nd St and 3rd St  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 3 - 5 p.m.  
**Event End:** Date: 04/08/2023 Time: 5 p.m.  
Street Reopens after Event End: Date: 04/08/2023 Time: 6 p.m.  
**Event Teardown:** Date: 04/08/2023 Time: 5 p.m.  
Street Reopens after Event Teardown: Date: 04/08/2023 Time: 6 p.m.

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 2  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number & Sizes of Tents: 0 Provider and Phone: NA  
Number of Inflatables: Yes 2 Provider and Phone: TBD  
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**

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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: Yes Contact, Email and Phone: RoadSafe Traffic Systems (918) 425-4550

Equipment Setup: Date: 04/07/2023 Time: 10 a.m. Equipment Pickup: Date: 04/10/2023 Time: 10 a.m.

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

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parking Type: Street, 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): No sponsors

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**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 3 p.m.

Finish Time: 5 p.m.

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

TBD

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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: No Describe:

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: We have trash cans that will be brought outside as well as a dumpster on site

Number of Trash Receptacles: 5

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to: TBD

**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 of 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: 02/28/2023      Date routed: 03/20/2023      Date for review: 03/29/2023

Special Events Committee Recommendation: \*Email Review      Yes  No  03/21/2023


Date routed to Mayor: 03/21/2023      Mayor's Recommendation: Yes  No  \_\_\_\_\_

Date routed to Council: 03/21/2023      City Council Approval: Yes  No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_      Comments: Event hours and road closure timelines and other information updated 03/16/2023. \*SEC meeting 03/22/2023. Mayor agenda 03/22/2023 CC agenda 03/29/2023.

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	<b>Date:</b> April 8, 2023 <b>Project:</b> Easter Weekend Block Party
	<b>Comments:</b> Road Closure: Noon - 6 p.m. Event Hours: 3 to 5 p.m. Parking Lanes not Shown   Drawing not to Scale COT assumes no liability for accuracy or validity