



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Orbit Arts Festival

Date(s) of Event: April 15, 2023

Location Address: Start: 200 S Cincinnati Ave  
End: 300 S Cincinnati Ave

Council District(s): 1

Event Description: The Tulsa Performing Arts Center Trust is proud to host Orbit Arts Festival this coming April 15th! In conjunction with TPAC's Orbit Arts Community Engagement Program, this family-friendly event features local artists and artistic organizations such as Tulsa People's Orchestra, Northside Performing Arts Community, Life Senior Services of East Side's production of Guys and Dolls, face painting, balloon art, interactive workshops, and countless other local artists that will be performing and educating festival goers throughout the day!

This day-long event will be hosted throughout the TPAC's second street venues and lobbies, 2nd street sidewalk in front of the building, and Cincinnati Avenue sidewalk along with the parking spaces adjacent to the TPAC, and will be free to the public. There will be crafts, art, food trucks, music, and activities along the surrounding sidewalks of the TPAC.

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Amplified Sound, Tent/Canopy, Beer/Alcohol Sales, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, No Parking Signage, Sidewalk Closure

Anticipated Attendance: Total: 500

Per Day: 500

Anticipated Participants: Total: 500

Per Day: 500

Number of Events for Monthly Event: No

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

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Host Organization: Tulsa Performing Arts Center

Website: https://tulsapac.com/

Chief Officer of Host Organization: Mark Frie

Email and Phone: mfrie@tulsapac.com 918-596-7120

Applicant Name: Blake Rowden

Email and Phone: browden@tulsapac.com 918-596-7122

Professional Event Organizer:

Email and Phone:

On-site Contact: Sara Phoenix

Mobile: 918-574-8898

Billing Contact: Tulsa Performing Arts Center

Phone: 918-596-7122

Billing Address: 110 E 2ND ST S  
Tulsa, OK 74120

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

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**Event Setup:** Date: 04/15/2023 Time: 8:00am  
Street Closure for Event Setup: Date: 04/15/2023 Time: 8:00am  
Street(s) to be Closed for Event Setup: The southbound west curb traffic lane (Far right lane of traffic) of Cincinnati Ave from 2nd Street to 3rd Street

**Event Start:** Date: 04/15/2023 Time: 10:00am  
Street Closure for Event Start: Date: 04/15/2023 Time: 8:00am  
Street(s) to be Closed for Event Start: The southbound west curb traffic lane (Far right lane of traffic) of Cincinnati Ave from 2nd Street to 3rd Street

Run, Walk, Parade Start Time: NA  
Daily Event Hours: 10:00am - 4:00pm

**Event End:** Date: 04/15/2023 Time: 4:00pm  
Street Reopens after Event End: Date: 04/15/2023 Time: 5:00pm

**Event Teardown:** Date: 04/15/2023 Time: 5:00pm  
Street Reopens after Event Teardown: Date: 04/15/2023 Time: 5:00pm

## **Secondary Permits Required**

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Beer Sales, Alcohol Sales: Wine Sales, Alcohol (Spirits) Sales, Beer Sales  
Number of Food Vendors: 2  
Number of Food Trucks: 1  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 1 Number of Service Vendors: 1  
Number & Sizes of Tents: 2 - 10x20 Provider and Phone: TBD  
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**

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Security and/or Police: Yes Contact, Email and Phone: Michael D Health, Diamond Security and Investigative Services (918) 591-2599

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

Traffic Control Barricade Company: Yes Contact, Email and Phone: Action Safety Supply (918) 234-8222

Equipment Setup: Date: 04/14/2023 Time: 5:00pm Equipment Pickup: Date: 04/17/2023 Time: 8:00am

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

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

Parking Type: Parking Garage, Street, 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): Bama, Flintco, Beck Design, Nabholz, the Brook, Calaveras

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: All live music will take place inside the Tulsa Performing Arts Center building

Sound Amplification: Yes

Start Time: 10:00am

Finish Time: 4:00pm

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

Single PA system playing ambient music for outdoor activities

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: Yes Describe:

Signs will be hung on the North and East side of the Performing Arts Center showing the event name and sponsors

**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: TPAC staff will be responsible for tear down of all outdoor equipment, tables, crafts, food tables, trash cans, and activities.

Number of Trash Receptacles: 4

Number of Dumpsters: 1

Number of Recycling Containers: 2

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to: With the event occurring on a Saturday, City Hall will be closed to the north and the sidewalk closure only affects the TPAC

**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.

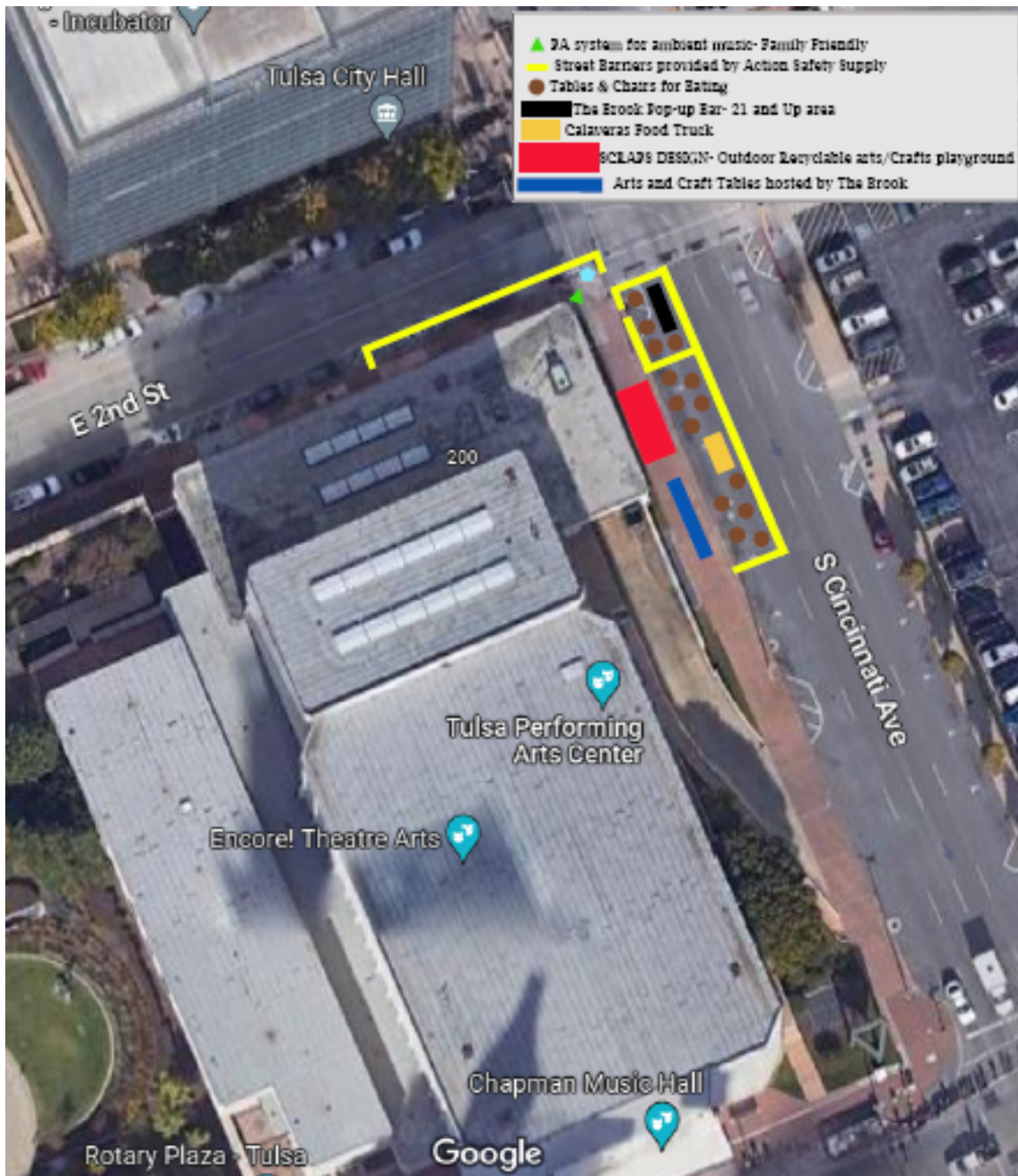
Initials:                     On File

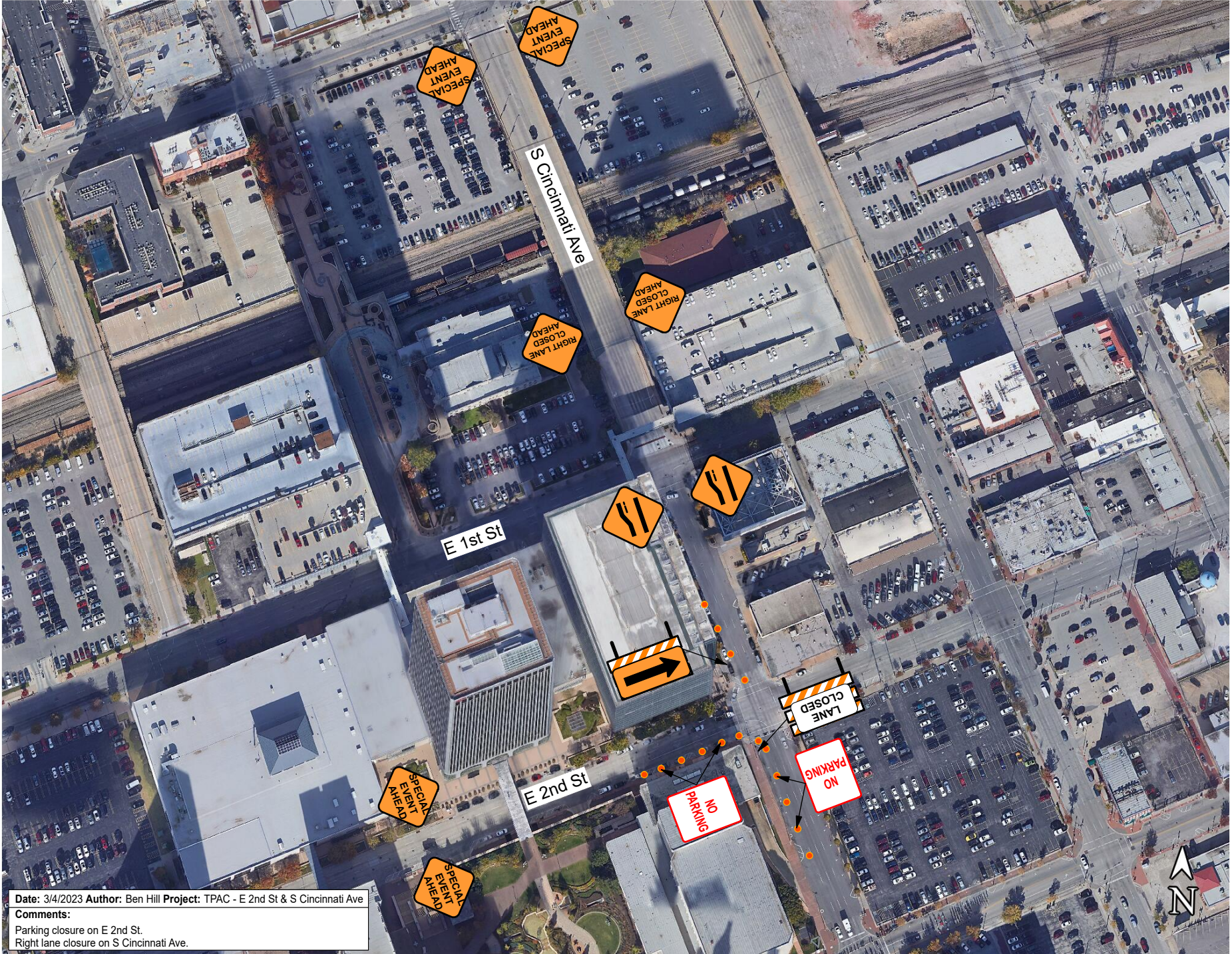
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**For City of Tulsa Special Events Committee Use Only**

Date received: 02/15/2023      Date routed: 03/28/2023      Date for review: 04/05/2023  
Special Events Committee Recommendation: Meeting Review      Yes  No  04/05/2023  
Date routed to Mayor: 03/28/2023      Mayor's Recommendation: Yes  No  NA  
Date routed to Council: 03/28/2023      City Council Approval: Yes  No  NA  
Date Permit Issued: 04/15/2023      Comments: TCP map received 03/08/2023.  
ABLE License received 04/14/2023.

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Date: 3/4/2023 Author: Ben Hill Project: TPAC - E 2nd St & S Cincinnati Ave  
Comments:  
Parking closure on E 2nd St.  
Right lane closure on S Cincinnati Ave.