



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: AAPI Night MarketDate(s) of Event: 5/19/2023Location Address: Start: 11528 E 21st St
End: 11528 E 21st StCouncil District(s): 6Event Description: The Night Market will highlight the variety of Asian and Pacific Islander cultures in Tulsa. It will include vendors, food trucks, activities for families, and multicultural entertainment.Event Category: Festival/CelebrationEvent Includes: Amplified Sound, Generator/Electricity, Live Entertainment, Food Sales, Merchandise Sales, Private PropertyAnticipated Attendance: Total: 1000Per Day: 1000Anticipated Participants: Total: 1000Per Day: 1000Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: East Tulsa Main StreetWebsite: NAChief Officer of Host Organization: Mimi MaritnezEmail and Phone: mmartinez@tauw.org 918-933-0124Applicant Name: Luisa KrugEmail and Phone: easttulsamainstreet@gmail.com 828-467-8017

Professional Event Organizer:

Email and Phone:

On-site Contact: Tina TranMobile: 916-239-5498Billing Contact: East Tulsa Main StreetPhone: 828-467-8017Billing Address: 4555 E 39TH ST S
Tulsa, OK 74135

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/19/2023 Time: 8:00 am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot

Event Start: Date: 05/19/2023 Time: 5:00 pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA - Parking Lot
Run, Walk, Parade Start Time: NA
Daily Event Hours: 5:00 pm to 9:00 pm

Event End: Date: 05/19/2023 Time: 9:00 pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 05/19/2023 Time: 9:00 pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 3
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 12 Number of Service Vendors: 0
Number & Sizes of Tents: 4 10x10 tents Provider and Phone: Personal tents
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: Yes Contact, Email and Phone: Will be hiring PHD Security (918-200-7373) or will work with Mingo Valley Division to have police available.

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: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): GKFF, Partner Tulsa, Arvest Foundation, Williams, Supermercados Morelos, TYPROS

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: Porta of John (918) 936-8657

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 05/19/2023 Time: 9:00 am

Equipment Pickup: Date: 05/23/2023 Time: 9:00 am

Other Event Information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 4

Performer/Band name and music type: 3 dance groups performing with music on iPad
1 DJ playing amplified sound

Sound Amplification: Yes

Start Time: 5:00 pm

Finish Time: 9:00 pm

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

DJ will have basic sound equipment playing music through speakers

Sound checks conducted prior to the event: Yes

Start Time: 4:00 pm

Finish Time: 5:00 pm

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:

Basic decorations - string lights, banners to show sponsors

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Volunteers will clean up and remove all equipment after the event. Vendors will be responsible for removing all trash and equipment. Food trucks will have trash cans.

Number of Trash Receptacles: 6

Number of Dumpsters: 1

Number of Recycling Containers: 4

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents, Businesses, Event concept has been presented to surrounding businesses and stakeholders. We will continue to present the event to community members and stakeholders.

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: 03/02/2023 Date routed: 05/19/2023 Date for review: Email Review

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 05/17/2023.



Parking

Parking

Event
space