



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: HBCU Homecoming

Date(s) of Event: July 22, 2023

Location Address: Start: 923 N Greenwood Ave
End: 923 N Greenwood Ave

Council District(s): 1

Event Description: Outdoor music and food

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Generator/Electricity, Private Park, Food Sales, Merchandise Sales, Private Property

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

Host Organization: Historic Greenwood District Main Street Website: https://m.facebook.com/greenwoodmainstreet/

Chief Officer of Host Organization: Bill White

Email and Phone: bill@historicgreenwooddistrict.com 918-964-3021

Applicant Name: Bill White

Email and Phone: bill@historicgreenwooddistrict.com 918-964-3021

Professional Event Organizer:

Email and Phone:

On-site Contact: Bill White Mobile: 918-964-3021

Billing Contact: Historic Greenwood District Main Street Phone: 918-964-3021

Billing Address: PO Box 481015
Tulsa, OK 74148

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 07/22/2023 Time: Noon
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 07/22/2023 Time: 05:00 pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA
Run, Walk, Parade Start Time: NA
Daily Event Hours: 05:00 - 11:00 pm

Event End: Date: 07/22/2023 Time: 11:00 pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 07/23/2022 Time: 11:00 pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 4
Number of Food Trucks: 2
Food Cooked on-site: Yes Fuel(s) to be used: Gas
Number of Item Vendors: 10 Number of Service Vendors: 0
Number & Sizes of Tents: 8 - 10 x 10 Provider and Phone: Vendor Owned
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: Donnie Johnson (918) 810-1538

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: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Historic Greenwood District Main Street

Park: Yes Name of Park and Location: BS Roberts Park, 923 N Greenwood Ave

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service (918) 272-0568

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 07/21/2023 Time: 08:00 am

Equipment Pickup: Date: 07/24/2023 Time: 08:00 am

Other Event Information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 0

Performer/Band name and music type: DJ

Sound Amplification: Yes

Start Time: 4:00 pm

Finish Time: 11:00 pm

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

DJ

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

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Volunteers will clean park at the conclusion of the event.

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents, Schools, Neighborhood Assn, Langston University - Tulsa, University Park Neighborhood Association, and Dunbar Neighborhood Association

If not presented, please explain:

NA

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: 07/14/2023 Date routed: 07/18/2023 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 07/26/2023.

