



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Welcoming WeekDate(s) of Event: Sept. 9, 2023Location Address: Start: 8145 East 17th St
End: 8145 East 17th StCouncil District(s): 5

Event Description: Celebrating our immigrant community during Welcoming Week in Tulsa. YWCA Tulsa will be holding a Welcoming Week event for our local residents, and Immigration and Refugee community. We will have activities for children, art project, sports, community support booths (i.e. banks, Food bank of OK). Bringing together neighbors of all backgrounds to build strong connections and affirm the importance of welcoming and inclusive places in achieving collective prosperity.

Event Category: Festival/CelebrationEvent Includes: Food Sales, Private Property, InflatablesAnticipated Attendance: Total: 300Per Day: 300Anticipated Participants: Total: 300Per Day: 300Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: YWCA TulsaWebsite: <https://www.ywcatulsa.org/>Chief Officer of Host Organization: Julie DavisEmail and Phone: 918-858-2346Applicant Name: Wendy BishopEmail and Phone: wbishop@ywcatulsa.org 707-980-2923

Professional Event Organizer:

Email and Phone:

On-site Contact: Wendy BishopMobile: 707-980-2923Billing Contact: YWCA Tulsa

Phone:

Billing Address: 1910 S Lewis AVE
Tulsa, OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/09/2023 Time: 8:00 am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 09/09/2023 Time: 10:00 am
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: 10am - 1pm

Event End: Date: 09/09/2023 Time: 1:00 pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 09/09/2023 Time: 1:00pm
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: 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 5 Provider and Phone: Freedom Fun USA/Tulsa, Guy (918) 804-2828
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: In His Service, Chris Martin (918) 230-2830

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: NA Equipment Pickup: Date: _____ Time: NA

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

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

Parking Type: Street, Unpaved Lot, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): YWCA Tulsa, George Kaiser Family Foundation, Bank of OK, AAON, touchpoint, Schaffer Herring, Bama Companies, Pedroza & Pedroza, Milo's Tea, Simmons Bank, Tinker Federal Credit Union,

Park: No Name of Park and Location: NA

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: 09/08/2023 Time: 10am-3pm

Equipment Pickup: Date: 09/11/2023 Time: 10am - 3pm

Other Event Information: We are offering Sports clinics: soccer, Chinlone. Our activities include: Art project, games, Drum circle, story time with the library, produce giveaway, Shaved Ice truck, Playground, and information booths.
Two (2) security guards posted at each parking lot in the front and back of our property.

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: No

Start Time:

Finish Time:

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

NA

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 and staff will clean up any trash and dispose of in bins. We are renting from American Waste who will deliver and pick-up all trash receptacles

Number of Trash Receptacles: 2

Number of Dumpsters: 1

Number of Recycling Containers: 2

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents, Businesses, City of Tulsa, local community

If not presented, please explain:

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: 08/09/2023 Date routed: *09/03/2023 Date for review: 09/07/2023

Special Events Committee Recommendation: Meeting Review Yes No 08/30/2023

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

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

Date Permit Issued: _____ Comments: *Website. SEC meeting 08/30/2023.

E 16th St

YWCA Tulsa Welcome Week Event

Saturday, September 9, 2023

10:00 am—1:00 pm

YWCA Tulsa East Community Center

8145 E. 17th St, Tulsa, OK 74112

eliminating racism
empowering women

ywca

E 85th Ave

- Generator
- Electricity

Memorial Dr

E 17th St

