



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Selser Schaefer Architects Ribbon Cutting

Date(s) of Event: September 21, 2023

Location Address: Start: 610 S Main St
End: 610 S Main St

Council District(s): 4

Event Description: Selser Schaefer Architects will be hosting a ribbon cutting and open house at our new office at 6th St and Main St. We would like to provide seating for our guest which would include the street in front of our office. The ribbon cutting will be hosted by The Tulsa Chamber at 3:30pm.

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Amplified Sound, Public Right of Way, No Parking Signage, Sidewalk Closure

Anticipated Attendance: Total: 75

Per Day: 75

Anticipated Participants: Total: 75

Per Day: 75

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Selser Schaefer Architects

Website: https://www.selserschaefer.com/

Chief Officer of Host Organization: Whitney Stauffer

Email and Phone: wstauffer@selserschaefer.com 918-587-2282

Applicant Name: Sarah Jones

Email and Phone: sjones@selserschaefer.com 918-587-2282

Professional Event Organizer:

Email and Phone:

On-site Contact: Sarah Jones

Mobile: 918-587-2282

Billing Contact: Sarah Jones

Phone: 918-587-2282

Billing Address: 2002 E 6th
Tulsa, OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/21/2023 Time: 10:00am
Street Closure for Event Setup: Date: 09/21/2023 Time: 2:00pm
Street(s) to be Closed for Event Setup: NA - Sidewalk (West sidewalk along Main St closed from 6th St to 7th St)

Event Start: Date: 09/21/2023 Time: 3:30pm
Street Closure for Event Start: Date: 09/21/2023 Time: 2:00pm
Street(s) to be Closed for Event Start: NA - Sidewalk (West sidewalk along Main St closed from 6th St to 7th St)

Run, Walk, Parade Start Time: NA
Daily Event Hours: Ribbon Cutting 3:30 - 4:00pm

Event End: Date: 09/21/2023 Time: 7:00pm
Street Reopens after Event End: Date: 09/21/2023 Time: 4:30pm

Event Teardown: Date: 09/21/2023 Time: 7:00pm
Street Reopens after Event Teardown: Date: 09/21/2023 Time: 4:30pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
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: 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: No Contact, Email and Phone: NA

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: Street

Transportation Service: Valet Service

Transportation Service: Contact, Email and Phone: Royal Valet (918) 935-6070

Sponsor and Other Event Information

Event Sponsor(s): NA

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: SIDEWALK CLOSED signage at each end of the block. The two (2) parking spaces in front of Two Main Plaza and One Main Plaza may be reserved/closed for valet service.

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 3:30pm

Finish Time: 4:00pm

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

Portable mic with speaker

Sound checks conducted prior to the event: Yes

Start Time: 3:00pm

Finish Time: 3:15pm

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: Chair Rental Company - chair delivery and pickup

Number of Trash Receptacles: 1

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Businesses

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: 08/15/2023 Date routed: 09/05/2023 Date for review: 09/13/2023

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 09/13/2023.

Application information finalized 09/05/2023.

