



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Riverview Neighborhood Association Block Party Date(s) of Event: 09/24/2023

Location Address: Start: 112 E 18th St Council District(s): 4
End: 112 E 18th St.

Event Description: Annual block party for the Riverview Association to include food trucks, kid-friendly activities, and live music.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Live Entertainment, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 200 Per Day: 200

Anticipated Participants: Total: 200 Per Day: 200

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Belafonte LLC Website: NA

Chief Officer of Host Organization: Henry McCabe

Email and Phone: belafonte.tulsa@gmail.com 918-798-4798

Applicant Name: Henry McCabe

Email and Phone: belafonte.tulsa@gmail.com 918-798-4798

Professional Event Organizer:

Email and Phone:

On-site Contact: Henry McCabe Mobile: 918-798-4798

Billing Contact: Belafonte LLC Phone: 918-798-4798

Billing Address: 306 S PHOENIX AVE W
Tulsa, OK 74127

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/24/2023 Time: 12:00 pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 09/24/2023 Time: 4:00 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: NA

Event End: Date: 09/24/2023 Time: 7:00 PM
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 09/24/2023 Time: 7:00 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: No Fuel(s) to be used:
Number of Item Vendors: 8 Number of Service Vendors: 1
Number & Sizes of Tents: 10-12 canopy tents 10'X10' 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

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: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Spirit Bank
Langdon Publishing
Find Your Way Home Realty
Others TBA

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: Portajohn Company of Tulsa (918) 836-8657

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: 09/23/2023 Time: TBD

Equipment Pickup: Date: 09/25/2023 Time: TBD

Other Event Information: ADA Restrooms at Venue Shrine

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Keyland/Alt Country

Sound Amplification: Yes

Start Time: 4:00 PM

Finish Time: 7:00 PM

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

Small 8 channel, two speaker, one sub sound system

Sound checks conducted prior to the event: Yes

Start Time: 3:00

Finish Time: 3:30

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: RVNA board and RVNA volunteers will clean the site after the event

Number of Trash Receptacles: 5

Number of Dumpsters: 1

Number of Recycling Containers: 2

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Neighborhood Assn

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: 09/06/2023 Date routed: 09/18/2023 Date for review: 09/20/2023
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 09/20/2023.
Site map pending.

