



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: BKL, Inc. Oktoberfest Date(s) of Event: Oct. 5, 2023

Location Address: Start: 600 S Trenton Ave Council District(s): 1
End: 600 S Troost Ave

Event Description: Client appreciation event with large tents, food and drinks. 250 people expected to attend the BKL Engineering and Architects annual client appreciation.

Event Category: Street/Block Party

Event Includes: Amplified Sound, Generator/Electricity, Public Right of Way, Lane Closure, Sidewalk Closure, Private Property, Street Closure

Anticipated Attendance: Total: 250 Per Day: 250

Anticipated Participants: Total: 250 Per Day: 250

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: BKL, Inc. Website: NA

Chief Officer of Host Organization: Jennifer Hammock

Email and Phone: hammock@bklinc.com 918-835-9588

Applicant Name: Elissa Mahaffey

Email and Phone: elissa.mahaffey@gmail.com 405-880-5516

Professional Event Organizer:

Email and Phone:

On-site Contact: Elissa Mahaffey Mobile: 405-880-5516

Billing Contact: BKL Engineers and Architects Phone: 405-880-5516

Billing Address: 1623 E 6TH ST S
Tulsa, OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/05/2023 Time: 8am
Street Closure for Event Setup: Date: 10/05/2023 Time: 3pm
Street(s) to be Closed for Event Setup: 6th St between Trenton Ave and Troost Ave
Event Start: Date: 10/05/2023 Time: 4pm
Street Closure for Event Start: Date: 10/05/2023 Time: 3pm
Street(s) to be Closed for Event Start: 6th St between Trenton Ave and Troost Ave
Run, Walk, Parade Start Time: NA
Daily Event Hours: NA
Event End: Date: 10/05/2023 Time: 9pm
Street Reopens after Event End: Date: 10/05/2023 Time: 9pm
Event Teardown: Date: 10/05/2023 Time: 9pm
Street Reopens after Event Teardown: Date: 10/05/2023 Time: 9pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Free Beer, Free Wine
Number of Food Vendors: 3
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 2
Number & Sizes of Tents: 1-40' x 60', Provider and Phone: ABCO (918) 583-6557
1-10' x 30'
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: Yes Contact, Email and Phone: TBD

Equipment Setup: Date: 10/05/2023 Time: 10am Equipment Pickup: Date: 10/06/2023 Time: 10am

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

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Street, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): BKL, Inc.

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: Road Closed to Thru Traffic sign barricades must be in the buffer zone/bike lane near the curb.

The Type III barricades used for the Road Closed need to extend the full width of the street.

Use either have the Detour Arrows as shown on TCP map, or attached them on the Road Closed to Thru Traffic barricades.

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: Yes Describe:

Balloon arch and signage. Nothing over 10 ft x 10ft.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: ABCO / BKL staff will clean and dismantle event. Tent will only be on private property.

Number of Trash Receptacles: 3

Number of Dumpsters: 0

Number of Recycling Containers: 3

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Business Assn, BKL, Inc. and clients.

If not presented, please explain:

NA

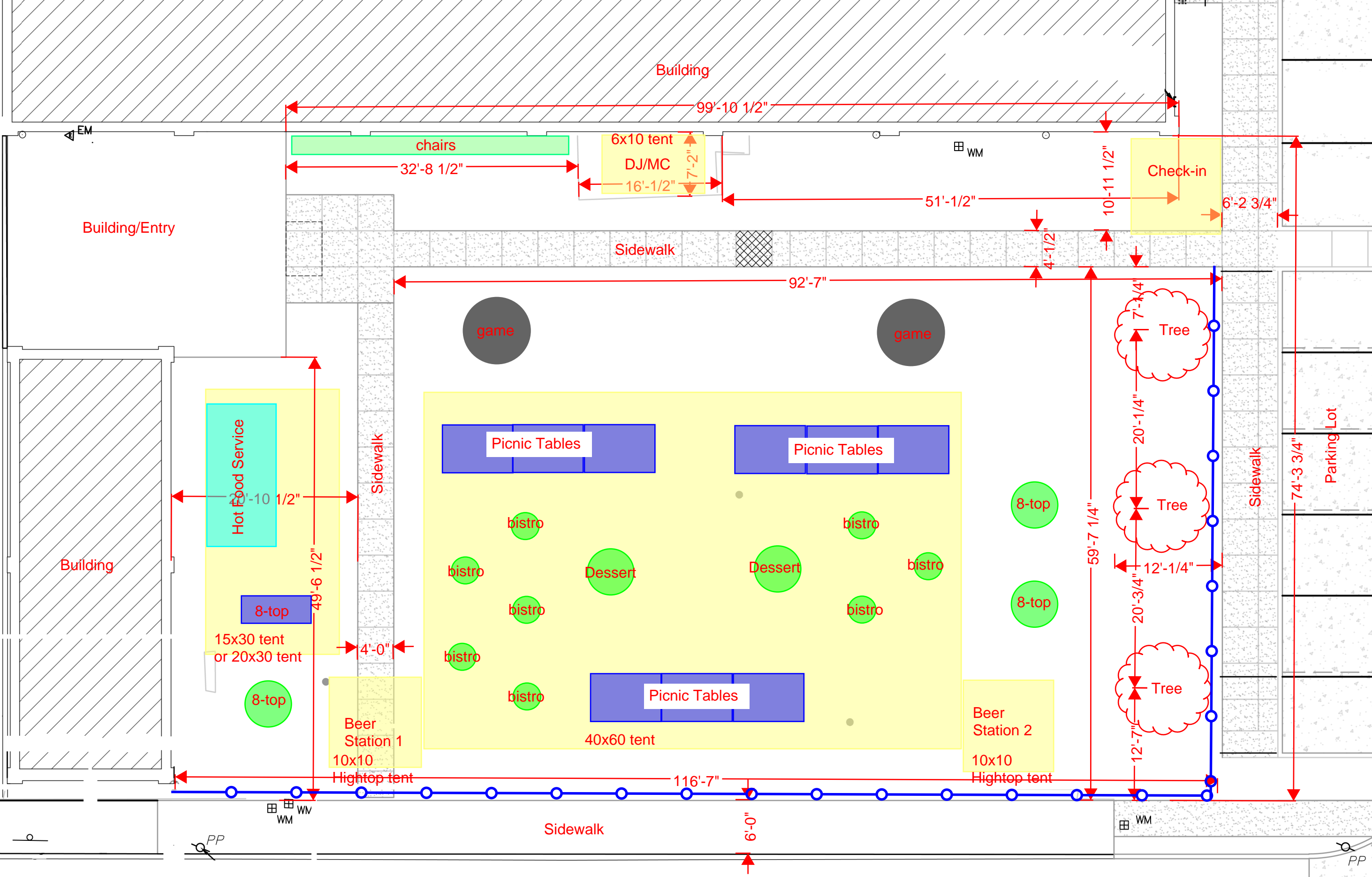
Affidavit of Applicant

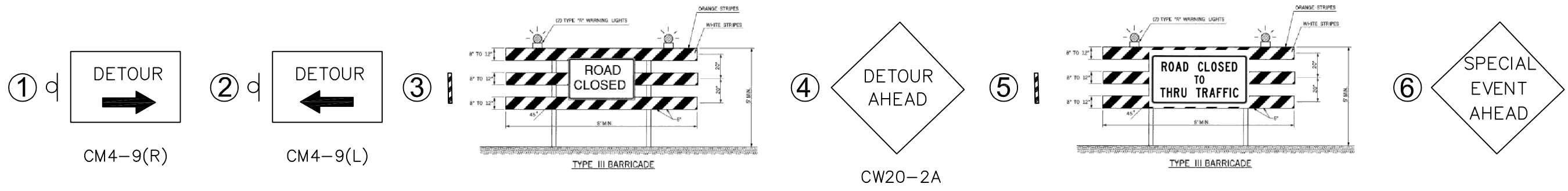
I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other 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: 06/29/2023 Date routed: 09/20/2023 Date for review: 09/27/2023
Special Events Committee Recommendation: Meeting Review Yes No 09/20/2023
Date routed to Mayor: 09/21/2023 Mayor's Recommendation: Yes No 09/27/2023
Date routed to Council: 09/21/2023 City Council Approval: Yes No 09/27/2023
Date Permit Issued: 10/03/2023 Comments: SEC meeting 09/20/2023. Mayor agenda 09/27/2023. City Council (CC) agenda 09/27/2023. First draft TCP map 09/07/2023. Final TCP map 09/14/2023. CC Secretary email 10/02/2023. Tent permit and final information received 10/03/2023.





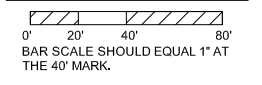
BLK-FEST

TULSA, OK

PROJECT NO.: 739-23-01
 SUBMITTAL: FINAL
 ISSUE DATE: 08/16/2023
 PROJ. MANAGER:
 DESIGNED BY:
 DRAWN BY:

REVISIONS:

No.	Description	Date



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 SEALED DOCUMENT

