



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Trunk or TreatDate(s) of Event: October 31, 2023Location Address: Start: 5434 East 91st Street
End: 5434 East 91st StreetCouncil District(s): 8

Event Description: Fellowship Bible Church is hosting a Trunk or Treat event on Oct 31st. We have done this annually for many years. It includes handing candy out from about 30 parked vehicles, and hayrides being given during the event.

The event attendance has exploded in the last 3 years, causing traffic flow issues along 91st, and into the neighborhoods between Yale Ave and Sheridan Rd.

We have put together a plan with members/ neighbors that worked well last year, and are asking for the same this year.

Changes to further help traffic issues:

1- Signs in front of neighborhoods which HOA's have requested them that say "No Event Parking"

2- 2x parking volunteers on FBC property.

3- Moved event time to 6-8pm (out of the 5pm rush hour)

Event Category: Festival/CelebrationEvent Includes: Amplified Sound, Public Right of Way, No Parking Signage, Private PropertyAnticipated Attendance: Total: 4000Per Day: 4000Anticipated Participants: Total: 4000Per Day: 4000Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Fellowship Bible ChurchWebsite: https://www.fbctulsa.org/Chief Officer of Host Organization: Alexander HovorkaEmail and Phone: ahovorka@fbctulsa.org 918-481-1445Applicant Name: Alexander HovorkaEmail and Phone: ahovorka@fbctulsa.org 918-481-1445

Professional Event Organizer:

Email and Phone:

On-site Contact: Alexander HovorkaMobile: 918-636-6150Billing Contact: Fellowship Bible ChurchPhone: 918-481-1445Billing Address: 5434 E 91st Street
Tulsa, OK 74137

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/31/2023 Time: 4:00pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 10/31/2023 Time: 6:00pm
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: 6:00 - 8:00pm

Event End: Date: 10/31/2023 Time: 8:00pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 10/31/2023 Time: 9:00pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales:
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: Standard 6x6 tailgate tent Provider and Phone: Church 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: Steve Ellis, 10-8 Services (918) 527-6285

Medical and/or First Aid Services: No Contact, Email and Phone: NA

Traffic Control Barricade Company: Yes Contact, Email and Phone: Direct Traffic Control (918) 836-0666

Equipment Setup: Date: 10/31/2023 Time: 4:00pm Equipment Pickup: Date: 11/01/2023 Time: 8:00am

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

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

Parking Type: 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): NA

Park: No Name of Park and Location: NA

Drone: Yes

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: See Map

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Church band

Sound Amplification: Yes

Start Time: 4:00pm

Finish Time: 4:00pm

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

Portable powered speakers

Sound checks conducted prior to the event: Yes

Start Time: 3:00pm

Finish Time: 3:30pm

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:

Large Letters along our property

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Church Volunteers will clean up grounds after event concludes at 8:00pm. All garbage will be deposited in trash cans. Cans will loaded in to dumpster.

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents, Neighborhood Assn, Places of Worship, Braden Park and Darlington South HOA's have said "yes" to having "No Event Parking" signs at the front of their subdivisions. Woodhill, and Colefax Hills said "no" to the same questions. Fox Pointe, Woodhill Hollow, and Woodhill Heights did not return our calls or Facebook messages.

If not presented, please explain:

Fox Pointe, Woodhill Hollow, and Woodhill Heights did not return our calls or Facebook messages.

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: 10/03/2023 Date routed: 10/09/2023 Date for review: 10/18/2023

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 10/18/2023.
