



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### ***Summary of Event***

---

Name of Event: Annual Neighborhood BBQDate(s) of Event: Oct. 28, 2023Location Address: Start: 4424 E 11th St  
End: 4424 E 11th StCouncil District(s): 4Event Description: Neighborhood BBQ consisting of inflatables, food truck, church congregation brings food to share with attendees, outdoor games (corn hole etc.).Event Category: MiscellaneousEvent Includes: Private Property, InflatablesAnticipated Attendance: Total: 200Per Day: 200Anticipated Participants: Total: 200Per Day: 200

Number of Events for Monthly Event: No

### ***Host Organization, Applicant and Professional Event Organizer Information***

---

Host Organization: Sandusky Ave Christian Church Website: www.sanduskyave.comChief Officer of Host Organization: Paul & Sharon OrtizEmail and Phone: 918-845-2353Applicant Name: Rachel GalbraithEmail and Phone: sacc1101@sanduskyave.com 918-834-4427

Professional Event Organizer:

Email and Phone:

On-site Contact: Paul & Sharon Ortiz Mobile: 918-845-2353Billing Contact: Sandusky Ave Christian Church Phone: 918-834-4427Billing Address: 4424 E 11TH ST S  
Tulsa, OK 74112

### ***Event Timeline and Lane/Street Closure Information***

---

**Event Setup:** Date: 10/28/2023 Time: 9:00 am  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: NA  
**Event Start:** Date: 10/28/2023 Time: 11:00 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: 11:00-2:00 pm  
**Event End:** Date: 10/28/2023 Time: 2:00 pm  
Street Reopens after Event End: Date: Time:  
**Event Teardown:** Date: 10/28/2023 Time: 2:30 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: 1  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number & Sizes of Tents: 2 20x20 Provider and Phone: ABCO (918) 583-6557. Tents separated by 12 feet.  
Number of Inflatables: Yes 2 Provider and Phone: Bouncers Kingdom (918) 813-7498  
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: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

**Sponsor and Other Event Information**

---

Event Sponsor(s): Sandusky Ave Christian Church

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: See Site Map

**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: During event we will have several trash cans throughout. Volunteers will help clean and take trash to our private dumpster after event.

Number of Trash Receptacles: 5

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

If not presented, please explain:

No street closure

**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: 09/14/2023      Date routed: 10/10/2023      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.

Application revised 09/19/2023.

---

U.S. Rt. 66

Sandusky Avenue  
Christian Church

U.S. Rt. 66

U.S. Rt. 66

S Sandusky Ave  
S Sandusky Ave



Tents Food



Inflatables

S Toledo Ave  
S Toledo Ave



Parking

All Saw Service  
Lawn mower sto

S Urbana Ave

S Sandusky Ave



S Toledo Ave



S Urbana Ave

S Sandusky Ave

S Urbana Ave