



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Crowell Heights Block PartyDate(s) of Event: Oct. 28, 2023Location Address: Start: 1301 S Canton Ave
End: 1311 S Canton AveCouncil District(s): 5Event Description: Block Party for the Crowell Heights Neighborhood. Food and games.**Event Category:** Street/Block Party**Event Includes:** Public Right of Way, Private Property, Street ClosureAnticipated Attendance: Total: 100Per Day: 100Anticipated Participants: Total: 100Per Day: 100

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Harbor of Grace ChurchWebsite: www.harborofgracechurch.orgChief Officer of Host Organization: Elizabeth RoarkEmail and Phone: admin@harborofgracechurch.org 918-834-2537Applicant Name: Elizabeth RoarkEmail and Phone: admin@harborofgracechurch.org 918-834-2537

Professional Event Organizer:

Email and Phone:

On-site Contact: Elizabeth RoarkMobile: 918-834-2537Billing Contact: Harbor of Grace ChurchPhone: 918-834-2537Billing Address: 1301 Canton AVE S
Tulsa, OK 74112

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/28/2023 Time: 5pm
Street Closure for Event Setup: Date: 10/28/2023 Time: 4:30 pm
Street(s) to be Closed for Event Setup: S Canton Ave from 13th St to 1311 S Canton Ave
Event Start: Date: 10/28/2023 Time: 5:00 pm
Street Closure for Event Start: Date: 10/28/2023 Time: 4:30 pm
Street(s) to be Closed for Event Start: S Canton Ave from 13th St to 1311 S Canton Ave
Run, Walk, Parade Start Time: NA
Daily Event Hours: NA
Event End: Date: 10/28/2023 Time: 8:00 pm
Street Reopens after Event End: Date: 10/28/2022 Time: 8:30 pm
Event Teardown: Date: 10/28/2023 Time: 8:15 pm
Street Reopens after Event Teardown: Date: 10/28/2023 Time: 8:30 pm

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: 4. 10x10' Provider and Phone: Personal Tents
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: RoadSafe Traffic Systems (918) 425-4550

Equipment Setup: Date: 10/28/2023 Time: 4:30 pm Equipment Pickup: Date: 10/28/2023 Time: 8:15pm

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

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

Parking Type: Parking not available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Harbor of Grace 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 TCP 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: Removal to cans provided for regular pickup by American Waste

Number of Trash Receptacles: 3

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Places of Worship

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: 09/29/2023 Date routed: 10/11/2023 Date for review: 10/25/2023

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. Mayor agenda
10/18/2023. City Council agenda 10/25/2023. TCP map received and application revised 10/11/2023.



Date: 10-12-22 Author: B HOLDER Project: CROWELL HEIGHTS

Comments:

THIS TRAFFIC CONTROL PLAN WAS DRAFTED IN ACCORDANCE WITH M.U.T.C.D. & O.D.O.T. SPECIFICATIONS. ROADS SAFE TRAFFIC SYSTEMS PROVIDED THIS DRAFT TO THE CUSTOMER AS A SERVICE AND IS TO BE SUBMITTED TO THE AUTHORITY AGENCY FOR REVIEW AND MODIFICATION IF NEEDED. ROADS SAFE TRAFFIC SYSTEMS ASSUMES NO LIABILITY FOR ACCURACY OR VALIDITY.

