



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Wester Family CelebrationDate(s) of Event: Oct 27, 2023Location Address: Start: 21 S. Lewis Ave
End: 21 S Atlanta AveCouncil District(s): 4Event Description: Non-profit event celebrating the founder - opportunity to connect with partners, employees, and community members

*Event will offer some ambiance music, a short presentation, and come and go food and drink options (not for purchase) through 3-5 food trucks or stations on the street behind the parking.

One main medium size tent will be set up and we will have some smaller tents on hold for inclement weather plan

Event Category: Festival/CelebrationEvent Includes: Amplified Sound, Tent/Canopy, Live Entertainment, No Parking SignageAnticipated Attendance: Total: 200Per Day: 200Anticipated Participants: Total: 200Per Day: 200Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Growing TogetherWebsite: https://www.gttulsa.org/Chief Officer of Host Organization: Kaitlin GarrettEmail and Phone: kgarrett@gttulsa.org 918-289-8017Applicant Name: Kaitlin GarrettEmail and Phone: kgarrett@gttulsa.org 918-289-8017Professional Event Organizer: Brandon Green, TPC StudiosEmail and Phone: bgreen@tpcstudios.com 918-808-5872On-site Contact: Kaitlin GarrettMobile: 918-289-8017Billing Contact: Growing TogetherPhone: 918-289-8017Billing Address: 32 S Lewis AVE
Tulsa, OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/26/2023 Time: 8:00pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 10/27/2023 Time: 4:00pm
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: 4:00 - 8:00pm

Event End: Date: 10/27/2023 Time: 8:00pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 10/27/2023 Time: 8:30pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Free Beer, Free Alcohol (Spirits), Free Wine
Number of Food Vendors: 0
Number of Food Trucks: 5
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 40x40 Hex tent, 6-20x20 tents (if incl. weather) Provider and Phone: ABCO Party Rentals (918) 583-6557

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: 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: Street, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Growing Together

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: 1

Number of Performers/Bands: 1

Performer/Band name and music type: DJ

Sound Amplification: Yes

Start Time: 6:00pm

Finish Time: 7:30pm

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

Minor speakers for the music and presentation.

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: ABCO will come to pick up tables, chairs, tents

Sponsor staff will throw trash away and remove all debris.

Foodtrucks/vendors will clean up their own area and leave at the end of event

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Businesses

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: 09/19/2023 Date routed: 10/11/2023 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 10/10/2023 (No road closure - parking lot only)



1st & Lewis Parking Lot - Rain Plan for Growing Together Street Party - October 27, 2023 at 12:00 PM