



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Friendship Church Friendship FestDate(s) of Event: Oct. 29, 2023Location Address: Start: 1709 N Madison Ave E  
End: 1809 N Madison Ave ECouncil District(s): 1Event Description: A community gathering for church members and neighbors of the community.Event Category: MiscellaneousEvent Includes: Amplified Sound, Generator/Electricity, Public Right of Way, No Parking Signage, Sidewalk Closure, Private Property, Street ClosureAnticipated Attendance: Total: 300Per Day: 300Anticipated Participants: Total: 0Per Day: 0

Number of Events for Monthly Event: No

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

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Host Organization: Friendship Baptist ChurchWebsite: https://www.friendshipchurchtulsa.orgChief Officer of Host Organization: Dwayne HendersonEmail and Phone: agapebiblefellowhiptulsa@gmail.com 918-809-8989Applicant Name: Brittani GunnellsEmail and Phone: admin@friendshipchurchtulsa.org 918-582-4491

Professional Event Organizer:

Email and Phone:

On-site Contact: Brittani GunnellsMobile: 918-582-4491Billing Contact: Brittani GunnellsPhone: 918-582-4491Billing Address: 1709 N Madison AVE  
Tulsa, OK 74106

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

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**Event Setup:** Date: 10/29/2023 Time: 2pm  
Street Closure for Event Setup: Date: 10/29/2023 Time: 2pm  
Street(s) to be Closed for Event Setup: Madison Ave between Reading St and Seminole St  
**Event Start:** Date: 10/29/2023 Time: 3pm  
Street Closure for Event Start: Date: 10/29/2023 Time: 2pm  
Street(s) to be Closed for Event Start: Madison Ave between Reading St and Seminole St  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 3-5pm  
**Event End:** Date: 10/29/2023 Time: 5pm  
Street Reopens after Event End: Date: 10/29/2023 Time: 6pm  
**Event Teardown:** Date: 10/29/2023 Time: 5pm  
Street Reopens after Event Teardown: Date: 10/29/2023 Time: 6pm

### ***Secondary Permits Required***

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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: 0 Provider and Phone: NA  
Number of Inflatables: Yes 2 Provider and Phone: Jasmine Jumpers (918) 402-4866  
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**

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Security and/or Police: Yes Contact, Email and Phone: Kevin Ferguson (918) 845-0825  
Cameron Ingram (918) 260-1625

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

Traffic Control Barricade Company: Yes Contact, Email and Phone: Road Safe Traffic Systems (918) 425-4550

Equipment Setup: Date: 10/29/2023 Time: 2pm Equipment Pickup: Date: 10/29/2023 Time: 6pm

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**

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Event Sponsor(s): NA

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**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 3pm

Finish Time: 5pm

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

Speaker

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Church volunteers will clean up during and immediately following the event.

Number of Trash Receptacles: 3

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents

If not presented, please explain:

NA

**Affidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 10/03/2023      Date routed: 10/10/2023      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. Fees paid 10/09/2023.

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Comments:



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

Note: All signs will be set according to the M.U.T.C.D. & OK.D.O.T standards based on the roadway type & speed limits.

