



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: WOC Fall Festival

Date(s) of Event: Oct. 29, 2023

Location Address: Start: 8863 E. 91st St.  
End: 8863 E. 91st St.

Council District(s): 7

Event Description: Fall Festival for ages 2 - 12 years old. We will have a petting zoo, carnival games, food, music and inflatables.

**Event Category:** Carnival

**Event Includes:** Private Property, no other events

Anticipated Attendance: Total: 150

Per Day: 150

Anticipated Participants: Total: 150

Per Day: 150

Number of Events for Monthly Event: No

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

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Host Organization: World Outreach Church

Website: <https://www woctulsa.org/>

Chief Officer of Host Organization: Brandi Vanderveer

Email and Phone: brandi@woctulsa.org 918-294-7085

Applicant Name: Brandi Vanderveer

Email and Phone: brandi@woctulsa.org 918-294-7085

Professional Event Organizer:

Email and Phone:

On-site Contact: Brandi Vanderveer

Mobile: 918-294-7085

Billing Contact: World Outreach Church

Phone: 918-294-7085

Billing Address: 8863 E 91ST ST S  
Tulsa, OK 74133

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

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**Event Setup:** Date: 10/29/2023 Time: 12pm  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: NA

**Event Start:** Date: 10/29/2023 Time: 4:30 pm  
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: 4:30 pm - 6:30 pm

**Event End:** Date: 10/29/2023 Time: 6:30 PM  
Street Reopens after Event End: Date: Time:

**Event Teardown:** Date: 10/29/2023 Time: 8:30 pm  
Street Reopens after Event Teardown: Date: Time:

## ***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: 1

Number & Sizes of Tents: 2 - 10x10 tents Provider and Phone: On hand tents that we own purchased from WalMart/Academy sports.

Number of Inflatables: Yes 2 Provider and Phone: Mary Sue's Mobile petting zoo and pony rides (918) 230-9261

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: Steven Spyres (918) 344-0138, dspyres@0loss.net

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**

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Event Sponsor(s): None

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**

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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: 3:30pm

Finish Time: 6:30pm

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

PA system

Sound checks conducted prior to the event: Yes

Start Time: 3:30pm

Finish Time: 4:30pm

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: 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: Tearing down and putting away supplies.

Number of Trash Receptacles: 10

Number of Dumpsters: 1

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**

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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: 08/29/2023      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.

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WOC Fall Festival



Latest (8/29/2023)



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