



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Victory Fam Fest Date(s) of Event: October 22, 2023

Location Address: Start: 7700 S. Lewis Ave Council District(s): 2
End: 7700 S. Lewis Ave

Event Description: Free family oriented event.
Mechanical rides, inflatables, petting zoo, hay ride, and candy distributed for free.
Food trucks for purchase.

Event Category: Carnival

Event Includes: Generator/Electricity, Food Sales, Private Property

Anticipated Attendance: Total: 700 Per Day: 700

Anticipated Participants: Total: 0 Per Day: 0

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Victory Church Website: https://www.victory.com/
https://www.victory.com/

Chief Officer of Host Organization: Drew Bontrager

Email and Phone: dbontrager@victory.com 918-271-3131

Applicant Name: Adrian Livingston

Email and Phone: alivingston@victory.com 918-491-7700

Professional Event Organizer:

Email and Phone:

On-site Contact: Adrian Livingston Mobile: 419-513-3158

Billing Contact: Victory Church Phone: 918-491-7700

Billing Address: 7700 S LEWIS AVE E
Tulsa, OK 74136

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/22/2023 Time: 8am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA
Event Start: Date: 10/22/2023 Time: 1pm
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: 1pm - 4pm
Event End: Date: 10/22/2023 Time: 4pm
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 10/22/2023 Time: 4:30pm
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: 4
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 1 - 10X10 Provider and Phone: Church Owned
Number of Inflatables: Yes 8 Provider and Phone: Jumpin Jiminy Rentals (918) 445-4679
Number of Amusement Rides: Yes 4 Provider and Phone: Jumpin Jiminy Rentals (918) 445-4679
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: Yes Contact, Email and Phone: Victory Security (918) 798-5265, Security@victory.com

Medical and/or First Aid Services: Yes Contact, Email and Phone: Victory Security (918) 798-5265, Security@victory.com

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): Victory Church

Park: Yes Name of Park and Location: Victory Park, 7700 S Lewis Ave

Drone: No

Portable Toilets: Yes Provider and Phone: On Call Tulsa (918) 397-7787

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 10/20/2023 Time: Noon

Equipment Pickup: Date: 10/22/2023 Time: Noon

Other Event Information: Details:
Free Family Event
Large Mechanical Rides
Inflatables
Hay Ride
Carnival Games
Petting Zoo / Pony Rides
Food Trucks for purchase
Candy given to children for free

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: Yes Describe:

All decor and signage will be on victory property, solely for event purposes, i.e. field banners, etc

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Church clean up team

Number of Trash Receptacles: 15

Number of Dumpsters: 2

Number of Recycling Containers: 1

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: 09/27/2023 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. Site Map pending
10/09/2023. Application updated and revised 10/08/2023.

FREE ENTRY!



**INFLATABLES, CARNIVAL GAMES, PETTING
ZOO, PUMPKIN PAINTING AND MORE!
LUNCH AVAILABLE FOR PURCHASE**

SUNDAY
OCT 22ND

1PM - 4PM • VICTORY PARK
(FOLLOWING THE 11AM SERVICE)