



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Evanston Circle Halloween Date(s) of Event: October 31, 2023

Location Address: Start: 4700 S Evanston Ave Council District(s): 9
End: 4700 S Evanston Ave

Event Description: Neighbors gather in the Evanston Circle area with kids to enjoy Halloween Festivities.

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Public Right of Way, Street Closure

Anticipated Attendance: Total: 40 Per Day: 40

Anticipated Participants: Total: 0 Per Day: 0

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Sabah Khalaf Website: NA

Chief Officer of Host Organization: Sabah Khalaf

Email and Phone: sabah@klf-law.com 918-812-4382

Applicant Name: Sabah Khalaf

Email and Phone: sabah@klf-law.com 918-812-4382

Professional Event Organizer:

Email and Phone:

On-site Contact: Sabah Khalaf Mobile: 918-812-4382

Billing Contact: Sabah Khalaf Phone: 918-812-4382

Billing Address: 2813 E 47TH PL S
Tulsa, OK 74105

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/31/2023 Time: 4 pm
Street Closure for Event Setup: Date: 10/31/2023 Time: 4 pm
Street(s) to be Closed for Event Setup: Evanston Ave South of 47th St. Evanston Circle.
Event Start: Date: 10/31/2023 Time: 4 pm
Street Closure for Event Start: Date: 10/31/2023 Time: 4 pm
Street(s) to be Closed for Event Start: Evanston Ave South of 47th St. Evanston Circle.
Run, Walk, Parade Start Time: NA
Daily Event Hours: 4 - 11 pm
Event End: Date: 10/31/2023 Time: 11 pm
Street Reopens after Event End: Date: 11/01/2023 Time: 12 am
Event Teardown: Date: 10/31/2023 Time: 11 pm
Street Reopens after Event Teardown: Date: 11/01/2023 Time: 12 am

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: 0 Provider and Phone: NA
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: AWS (918) 577-1810

Equipment Setup: Date: 10/31/2023 Time: 4 pm Equipment Pickup: Date: 10/31/2023 Time: Midnight

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

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

Parking Type: Street

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Evanston Circle Neighbors

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: Neighbors will clean up during and after the event to ensure no trash or debris left behind.

Number of Trash Receptacles: 10

Number of Dumpsters: 0

Number of Recycling Containers: 10

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents

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: 03/15/2023 Date routed: 10/09/2013 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. Mayor agenda 10/18/2023. City Council agenda 10/18/2023. TCP Map received 10/04/2023.



Date: 10/3/2023 Author: Keynan Diggs Project: Khalaf Law Firm S Evanston Ave & E 47th St Tulsa, OK

Comments:
Khalaf Law Firm
Sabah Khalaf
(918) 922-8819

Closing Evanston Ave south of 47th St

Notes:
1. Sign spacing is 100' Minimum.
2. NOT TO SCALE

