



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Brush Creek Bazaar

Date(s) of Event: October 14-15, 2023

Location Address: Start: 10900 S Louisville Ave
End: 10900 S Louisville Ave

Council District(s): 8

Event Description: Brush Creek Bazaar is a fall festival that hosts vendors who sell hand-crafted items. We have live entertainment, a petting zoo, and food trucks. This will be the 45th year we have hosted this event. All proceeds go to help at-risk teens.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Live Entertainment, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 5000

Per Day: 2500

Anticipated Participants: Total: 150

Per Day: 75

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Oklahoma Teen Challenge
Adolescent Centers

Website: www.brushcreekacademy.com

Chief Officer of Host Organization: Steven Gutierrez

Email and Phone: steven.gutierrez@thecrosschristian.com 918-435-8206

Applicant Name: Steven Gutierrez

Email and Phone: steven.gutierrez@thecrosschristian.com 918-435-8206

Professional Event Organizer:

Email and Phone:

On-site Contact: Steven Gutierrez

Mobile: 424-406-3477

Billing Contact: Steven Gutierrez

Phone: 918-435-8206

Billing Address: 36665 South 510 Road S 510 RD
Eucha, OK 74342

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/12/2023 Time: 8am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A

Event Start: Date: 10/14/2023 Time: 9:00am
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: N/A
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 10/14/23 - 9am-6pm
10/15/23 - 10am-6pm

Event End: Date: 10/15/2023 Time: 6:00pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 10/15/2023 Time: 6:00pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 5
Number of Food Trucks: 5
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 75 Number of Service Vendors: 0
Number & Sizes of Tents: 40x120, 30x50, 15x15 Provider and Phone: Integrity Rentals (918) 369-9494.
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: N/A

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Yes Contact, Email and Phone: Teen Challenge Volunteers (918) 435-8206

Medical and/or First Aid Services: No Contact, Email and Phone: Summer Loikey (Teen Challenge Volunteer) (918) 435-8206

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

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

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

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

Parking Type: Unpaved Lot, ADA parking available

Transportation Service: Shuttle Service

Transportation Service: Contact, Email and Phone: Teen Challenge Vans and driver to shuttle/Escort Handicapped people

Sponsor and Other Event Information

Event Sponsor(s): Jasco
McGraw Realty
AMC mortgage
Big Elk Energy LLC

Park: No Name of Park and Location: N/A

Drone: No

Portable Toilets: Yes Provider and Phone: At your Service (918) 272-0568

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 10/13/2023 Time: 10am-4pm

Equipment Pickup: Date: 09/18/2023 Time: 10am-3pm

Other Event Information: Current Site Map Pending

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 14

Performer/Band name and music type: Christian, country, Folk

Sound Amplification: Yes

Start Time: 9:00am

Finish Time: 6:00pm

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

Two smaller amps, 2 mics, 2 Chords

Sound checks conducted prior to the event: Yes

Start Time: 9:00am

Finish Time: 9:00am

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

N/A

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

Names of event sponsors and name of the event

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We have volunteers monitoring trash every 30 minutes. A portable dumpster to store the trash, removal at the end of each day

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, Schools, Places of Worship

If not presented, please explain:

N/A

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: 09/12/2023 Date routed: 10/09/2023 Date for review: 10/13/2023
Special Events Committee Recommendation: *Email Review Yes No 10/12/2023
Date routed to Mayor: 10/09/2023 Mayor's Recommendation: Yes No NA
Date routed to Council: 10/09/2023 City Council Approval: Yes No NA
Date Permit Issued: 10/12/2023 Comments: *SEC meeting 10/18/2023. Fees paid 09/13/2023.
Current Site map pending 10/09/2023.
