



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Thanksgiving Basket Giveaway Date(s) of Event: 11-18-2023

Location Address: Start: 2027 N Martin Luther King Jr BLVD Council District(s): 1  
End: 2027 N Elgin Ave

Event Description: Thanksgiving Basket Drive Thru for families in our community in need.

**Event Category:** Miscellaneous

**Event Includes:** Tent/Canopy, Public Right of Way, No Parking Signage, Street Closure, N/A

Anticipated Attendance: Total: 4000 Per Day: 4000

Anticipated Participants: Total: 4000 Per Day: 4000

Number of Events for Monthly Event: No

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

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Host Organization: John 3:16 Mission Website: https://john316mission.org/

Chief Officer of Host Organization: Steven Whitaker

Email and Phone: smw@john316mission.org

Applicant Name: Matthew Glosson

Email and Phone: mglosson@john316mission.org 918-587-1186

Professional Event Organizer:

Email and Phone:

On-site Contact: Brian Bost Mobile: 918-894-2608

Billing Contact: John 3:16 Mission Phone: 918-587-1186

Billing Address: 2027 Martin Luther King Junior Boulevard  
Tulsa, OK 74106

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

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**Event Setup:** Date: 11/17/2023 Time: 3:00pm  
Street Closure for Event Setup: Date: 11/17/2023 Time: 3:00pm  
Street(s) to be Closed for Event Setup: Ute PI between MLK Jr Blvd and Elgin Ave  
**Event Start:** Date: 11/18/2023 Time: 8:00am  
Street Closure for Event Start: Date: 11/17/2023 Time: 3:00pm  
Street(s) to be Closed for Event Start: Ute PI between MLK Jr Blvd and Elgin Ave  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 8am to 4:00pm  
**Event End:** Date: 11/18/2023 Time: 4:00pm  
Street Reopens after Event End: Date: 11/18/2023 Time: 5:00pm  
**Event Teardown:** Date: 11/18/2023 Time: 4:00pm  
Street Reopens after Event Teardown: Date: 11/18/2023 Time: 5:00pm

### ***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: 1 40'x60' tent Provider and Phone: Party Pro Rents (918) 637-7155  
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**

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Security and/or Police: Yes Contact, Email and Phone: Kevin Keys Security (918) 927-6134

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

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

Equipment Setup: Date: 11/17/2023 Time: 3:00pm Equipment Pickup: Date: 11/18/2023 Time: 5:00pm

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

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parking Type: ADA parking available, 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): John 3:16 Mission

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: 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:

Will have 1 banner up with information for the event and 4 Aframe signs up to show people where to go

**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: Tent company will remove tent. John 3:16 Mission staff and volunteers will clean up any trash or left over debris. All trash will be placed in onsite dumpsters.

Number of Trash Receptacles: 4

Number of Dumpsters: 4

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: 08/17/2023    Date routed: 11/03/2023    Date for review: 11/15/2023

Special Events Committee Recommendation: \_\_\_\_\_    Yes  No  \_\_\_\_\_

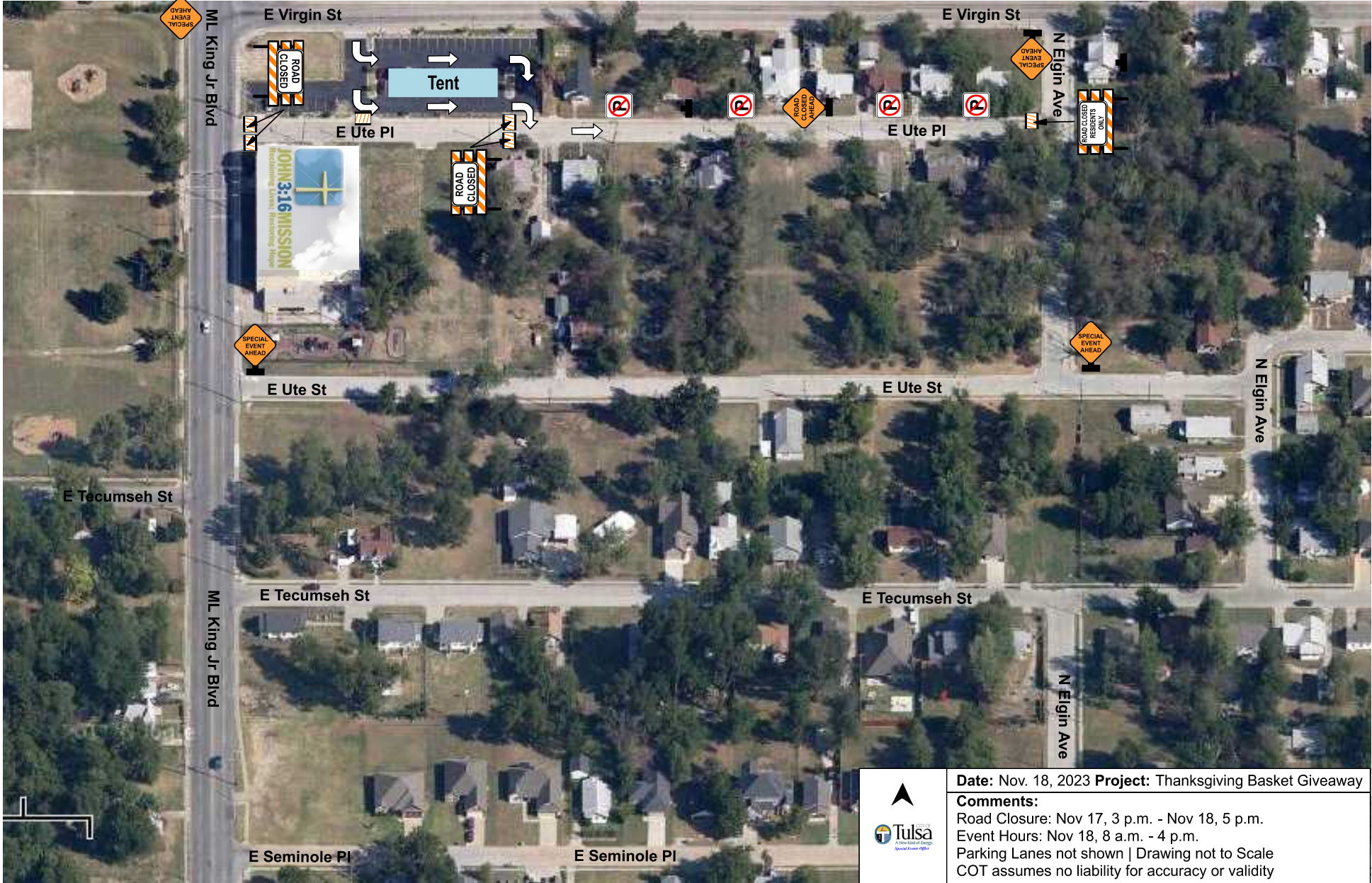
Date routed to Mayor: \_\_\_\_\_    Mayor's Recommendation: Yes  No  \_\_\_\_\_

Date routed to Council: \_\_\_\_\_    City Council Approval: Yes  No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_    Comments: SEC meeting 11/01/2023. Mayor agenda  
11/08/2023. City Council agenda 11/15/2023. Application fees paid 09/28/2023.  
Application and TCP map revised 11/03/2023.

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SW Corner Victoria St.



	<b>Date:</b> Nov. 18, 2023 <b>Project:</b> Thanksgiving Basket Giveaway
	<b>Comments:</b> Road Closure: Nov 17, 3 p.m. - Nov 18, 5 p.m. Event Hours: Nov 18, 8 a.m. - 4 p.m. Parking Lanes not shown   Drawing not to Scale COT assumes no liability for accuracy or validity