



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Annual Toy Run 2023

Date(s) of Event: Dec. 3, 2023

Location Address: Start: 3200 S Riverside Dr  
End: 200 W 46th St N

Council District(s): 1, 4

Event Description: Annual Toy Run is to promote Christmas. Beginning at the Gathering place South West Parking Lot (32nd & Riverside Drive) to Tulsa Dream Center. Kick off event for the Tulsa Dream Center December Toy Giveaway.

The only Toy Run in the North Tulsa Community. This will involve transporting donated unwrapped Christmas toys on Motor Bikes to Tulsa Dream Center. In addition to sharing the Toy Run Flyer, Route and Details, I wanted to include; we are honored to partner with Gathering Place & Tulsa Big Wheels & Car Club Tulsa to bring hope to North Tulsa.

**Event Category:** Street, Lane, or Sidewalk Closure

**Event Includes:** Public Right of Way, Lane Closure, Police Escort

Anticipated Attendance: Total: 400

Per Day: 400

Anticipated Participants: Total: 400

Per Day: 400

Number of Events for Monthly Event: No

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

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Host Organization: Tulsa Dream Center

Website: www.tulsadreamcenter.org

Chief Officer of Host Organization: Tim Newton

Email and Phone: tnewton@tulsadreamcenter.org 918-430-0099

Applicant Name: Emily Booker

Email and Phone: info@tulsadreamcenter.org 918-430-9984

Professional Event Organizer:

Email and Phone:

On-site Contact: Emily Booker

Mobile: 918-691-9140

Billing Contact: Tulsa Dream Center

Phone: 918-430-9984

Billing Address: 200 W 46TH ST N  
Tulsa, OK 74106

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

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**Event Setup:** Date: 12/03/2023 Time: 1:00pm  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: NA - Gathering Place - Assembly - South West Parking Lot

**Event Start:** Date: 12/03/2023 Time: 2:00PM  
Street Closure for Event Start: Date: 12/03/2023 Time: 2:00PM  
Street(s) to be Closed for Event Start: See Map - Police escort and traffic control at intersections - Landing at Tulsa Dream Center parking lot.

Run, Walk, Parade Start Time: 2:00pm  
Daily Event Hours: 1:00pm-4:00pm

**Event End:** Date: 12/03/2023 Time: 4:00pm  
Street Reopens after Event End: Date: 12/03/2023 Time: 3:00pm

**Event Teardown:** Date: 12/03/2023 Time: 4:00pm  
Street Reopens after Event Teardown: Date: 12/03/2023 Time: 3:00pm

## ***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: 0 Provider and Phone: 0  
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**

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Security and/or Police: Yes Contact, Email and Phone: TPD Special Events Unit (918) 586-6054/6067 for Police Escort

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

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, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

## **Sponsor and Other Event Information**

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Event Sponsor(s): N/A

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

Drone: No

Portable Toilets: No Provider and Phone: N/A

Total Number of Portable Toilets: 0 Number of ADA Accessible Portable Toilets: 0

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

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

Other Event Information: N/A

**Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time:

Finish Time:

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

N/A

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:

N/A

Use of any signs, banners, decorations, or special lighting used at event: No Describe:

N/A

**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: N/A

Number of Trash Receptacles: 0

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**

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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: 07/26/2023    Date routed: 11/20/2023    Date for review: 11/29/2023

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 11/15/2023. Mayor agenda 11/29/2023. City Council agenda 11/29/2023. Requested Google link for map 07/31/2023. Map created 11/20/2023.

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# Escort Route Map

