



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

---

Name of Event: Doorway to Hope Date(s) of Event: May 17, 18, and June 1, 2 2024

Location Address: Start: 300 N Elgin Ave Council District(s): 1  
End: 400 N Elgin Ave

Event Description: The Doorway to Hope project is a series of mural portraits of champions in the north Tulsa community as well as doors displayed from the community. The street closure we desire is four part: May 17, prep for mural installation; May 18, daytime installation; June 1st, ribbon cutting; June 2nd, participant dinner. May 17 & 18 are our community involvement days where having activities along side the mural install is planned. The June 1 & 2 dates are dates to commemorate the space.

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Amplified Sound, Generator/Electricity, Public Right of Way, Food Sales, No Parking Signage, Street Closure

Anticipated Attendance: Total: 75 Per Day: 75

Anticipated Participants: Total: 75 Per Day: 75

Number of Events for Monthly Event: Yes 4

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

---

Host Organization: Lee Simon Design LLC Website: https://www.leesimondesign.co/

Chief Officer of Host Organization: Kayla Lee

Email and Phone: hey@leesimondesign.co 918-810-3795

Applicant Name: Kayla Lee

Email and Phone: hey@leesimondesign.co 918-810-3795

Professional Event Organizer:

Email and Phone:

On-site Contact: Kayla Lee Mobile: 918-810-3795

Billing Contact: Lee Simon Design LLC Phone: 918-810-3795

Billing Address: 3536 E ADMIRAL CT N  
Tulsa, OK 74115

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

---

**Event Setup:** Date: 05/17/2024 Time: 6pm  
Street Closure for Event Setup: Date: 05/17/2024 Time: 6pm  
Street(s) to be Closed for Event Setup: I-244 & Elgin Ave - Underneath Overpass. See schedule and map  
**Event Start:** Date: 05/17/2024 Time: 7pm  
Street Closure for Event Start: Date: 05/17/2024 Time: 6pm  
Street(s) to be Closed for Event Start: I-244 & Elgin Ave - Underneath Overpass. See schedule and map.  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: See schedule  
**Event End:** Date: 06/02/2024 Time: 10pm  
Street Reopens after Event End: Date: 06/02/2024 Time: 11pm  
**Event Teardown:** Date: 06/02/2024 Time: 10pm  
Street Reopens after Event Teardown: Date: 06/02/2024 Time: 11pm

## ***Secondary Permits Required***

---

Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 3  
Number of Food Trucks: 3  
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: TBD - See schedule

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: Parking not available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

**Sponsor and Other Event Information**

---

Event Sponsor(s): Oklahoma Arts Council

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: AYS (918) 272-0568

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

Equipment Setup: Date:                      Time:

Equipment Pickup: Date:                      Time:

Other Event Information: See schedule and map

**Entertainment and Related Activities**

---

Number of Stages: 0

Number of Performers/Bands: 1

Performer/Band name and music type: Yoga Music

Sound Amplification: Yes

Start Time: 10am

Finish Time: 10pm

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

Boombox

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: Bag and haul off any trash related to the event.

Number of Trash Receptacles: 3

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: Hot Shot (918) 810-4595

Presented Event Concept to:

Schools, Businesses, 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: 04/19/2024      Date routed: 04/30/2024      Date for review: 05/15/2024

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 05/01/2024. Mayor agenda  
05/08/2024. City Council agenda 05/15/2024. Application complete 04/30/2024. TCP map pending.

---

# Doorway to Hope Schedule

April 30 2024

## Friday, May 17th:

- 7pm-11pm
- Projector Drawing Night and Block Party DJed by the collective's respective DJ's Hidden Display and Gary where citizens witness the beginning of the work.
- Vendors/Food Trucks
- Road closure 6pm – next day.

## Saturday, May 18th:

- 6am-10am: Morning Painting by Black Moon and No Parking/ Community Prep
- 10am-11am: Community Yoga Practice led by Marlon Hall and Local Micro-Orchestra
  - 11:30am -3:00pm: Community Engaged and Strictly Supervised Paint Party
  - Music by the DJs in Residence at Black Moon and No Parking Studios
  - Children coloring pages with Crayons of the honorees with Hot Dogs, Balloons, and Bubbles.
- 3:00pm - 8:00pm: Black Moon and No Parking Work Period
- Vendors / Food Trucks
- Road closure – until 9pm

## Saturday, June 1

- Ribbon Cutting
- No Vendors / No Food Trucks
- 10am – 6pm
- Road closure 9am – 7pm

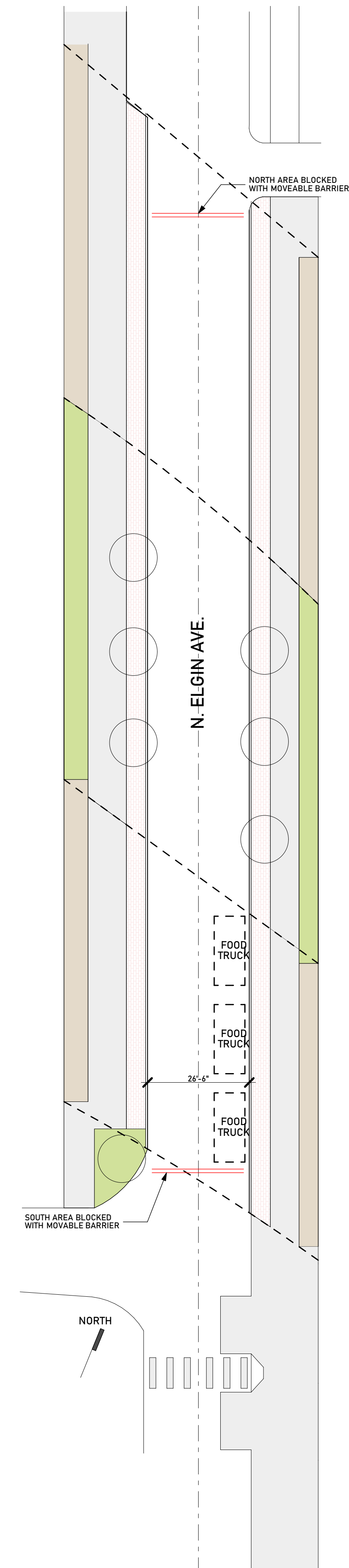
## Sunday, June 2

- Community Dinner
- No Vendors / No Food Trucks
- Catered Food
- 2pm – 10pm
- Road Closure 1pm – 11pm

Inform : Mt. Zion , OSU Tulsa , ONEOK Field



**ISSUED**  
24 04 16 - STREET CLOSURE



**DOORWAYS TO HOPE**  
Elgin Underpass  
Tulsa

**TEAM**

- MARLON HALL  
ARTIST
- AMELIA BROOKS  
ACCOUNTANT
- DEREK GATES - GATES ENGINEERING  
ELECTRICAL ENGINEER
- LEVI HUTTON  
CONTRACTOR
- RANDY VAUGHN - CUSTOMS BY VAUGHN  
FABRICATOR
- AMANDELA PERRY  
ARTIST
- CORDERO THOMPSON  
MURALIST
- KAYLA LEE - LEE SIMON DESIGN  
PROJECT MANAGER / TECHNICAL SPECS

**REVISIONS**  
NO. NAME DATE

**PROJECT NO.**  
2023\_60

DTH STREET  
CLOSURE MAP