



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: GRAND OPENING EVENTS

Date(s) of Event: 5/18/2024

Location Address: Start: 430 S YALE AVE
End: 430 S YALE AVE

Council District(s): 4

Event Description: GRAND OPENING FOR THE MAIL CENTER

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Live Entertainment, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 50

Per Day: 50

Anticipated Participants: Total: 50

Per Day: 50

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: The Mail Center Tulsa

Website: <https://www.themailcentertulsa.com/>

Chief Officer of Host Organization: Faye Hardman

Email and Phone: faye@themailcentertulsa.com 539-399-7010

Applicant Name: Faye Hardman

Email and Phone: faye@themailcentertulsa.com 539-399-7010

Professional Event Organizer:

Email and Phone:

On-site Contact: Faye Hardman

Mobile: 539-399-7010

Billing Contact: The Mail Center Tulsa

Phone: 539-399-7010

Billing Address: 430 S YALE AVE E
Tulsa, OK 74112

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/18/2024 Time: 8AM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot
Event Start: Date: 05/18/2024 Time: 10AM
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA - Parking Lot
Run, Walk, Parade Start Time: NA
Daily Event Hours: 10AM - 2PM
Event End: Date: 05/18/2024 Time: 2PM
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 05/18/2024 Time: 2PM
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 2
Number of Food Trucks: 2
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 2 Number of Service Vendors: 2
Number & Sizes of Tents: 0 Provider and Phone: NA
Number of Inflatables: Yes 1 Provider and Phone: BOUNCE HOUSE RENTAL (918) 299-2161
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: First Aid Kit on-site

Traffic Control Barricade Company: No Contact, Email and Phone: NA

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: Street

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): NA

Park: No Name of Park and Location: NA

Drone: No

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

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

Equipment Setup: Date: 05/17/2024 Time: Noon

Equipment Pickup: Date: 05/20/2024 Time: Noon

Other Event Information: Located on southwest corner of 4th Pl and Yale Ave.

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 1

Performer/Band name and music type: DJ

Sound Amplification: Yes

Start Time: 10AM

Finish Time: 2PM

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

DJ equipment

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: All staff will be on site.

Number of Trash Receptacles: 2

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: The Mail Center (539) 399-7010

Presented Event Concept to:

Residents, Businesses

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: 04/18/2024 Date routed: 05/06/2024 Date for review: 05/13/2024

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.
