



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Morgan Family Reunion Date(s) of Event: August 31, 2024
 Location Address: Start: 2600 N Garrison Ave Council District(s): 1
End: 2700 N Garrison Ave
 Event Description: Family Reunion
Event Category: Street, Lane, or Sidewalk Closure
Event Includes: Public Right of Way, Public Park, Street Closure, N/A
 Anticipated Attendance: Total: 100 Per Day: 100
 Anticipated Participants: Total: 5 Per Day: 5
 Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: KIA COLE EVENTS Website: https://www.kiacolellc.com/
 Chief Officer of Host Organization: Akia Walker
 Email and Phone: kia@kiacoleevents.com 918-408-9407
 Applicant Name: Akia Walker
 Email and Phone: kia@kiacoleevents.com 918-408-9407
 Professional Event Organizer:
 Email and Phone:
 On-site Contact: Akia Walker Mobile: 918-289-9380
 Billing Contact: KIA COLE EVENTS Phone: 918-408-9407
 Billing Address: 842 N. Irvington Ave.
Tulsa, OK 74115

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 08/31/2024 Time: 8:00 AM
Street Closure for Event Setup: Date: 08/31/2024 Time: 8:00 AM
Street(s) to be Closed for Event Setup: N Garrison Ave between E Apache St and E 26th Place N
Event Start: Date: 08/31/2024 Time: 10:00 AM
Street Closure for Event Start: Date: 08/31/2024 Time: 10:00 AM
Street(s) to be Closed for Event Start: N Garrison Ave between E Apache St and E 26th Place N
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 10:00 AM - 10:00 PM
Event End: Date: 08/31/2024 Time: 10:00 PM
Street Reopens after Event End: Date: 08/31/2024 Time: 10:00 PM
Event Teardown: Date: 08/31/2024 Time: 9:00 PM
Street Reopens after Event Teardown: Date: 08/31/2024 Time: 10:00 PM

Secondary Permits Required

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: N/A Provider and Phone: N/A
Number of Inflatables: Yes 1 Provider and Phone: KIA COLE EVENTS (918) 408-9407
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: No Contact, Email and Phone: N/A

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

Traffic Control Barricade Company: Yes Contact, Email and Phone: TBD

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: Paved Lot

Transportation Service: No service

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

Sponsor and Other Event Information

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: Parking in church parking lot
See Attachment(s)

Entertainment and Related Activities

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

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will be responsible for clean-up

Number of Trash Receptacles: 2

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

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: 08/18/2024 Date routed: 08/21/2024 Date for review: 08/28/2024

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 09/11/2024. Mayor agenda 08/28/2024. City Council agenda 08/28/2024. Application fees paid 08/21/2024.

Dj's Childcare Center

543

539

East 26th Pl N

548

542

The Green Room Dispensary

543

531

533

545

2606

N Garrison Ave

East 26th Pl N

VENUE

N Garrison Ave

CHURCH PARKING LOT

E Apache St

E Apache S

St