



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Ascension St. John Street PartyDate(s) of Event: Sept 21, 2024Location Address: Start: 1819 S. Utica Ave  
End: 1819 S. Utica AveCouncil District(s): 4Event Description: St. John Street Party is a fundraising event for patrons to enjoy drink & food from a local catering company with live music and live streaming TVEvent Category: Concert/PerformanceEvent Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Live Entertainment, Private PropertyAnticipated Attendance: Total: 1500Per Day: 1500Anticipated Participants: Total: 1500Per Day: 1500

Number of Events for Monthly Event: No

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

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Host Organization: St. John Health System  
FoundationWebsite: https://www.givestjohn.org/Chief Officer of Host Organization: Jeannette NicholsEmail and Phone: jeannette.nichols@ascension.org 918-744-2186Applicant Name: Maegan BartelEmail and Phone: maegan.bartel@ascension.org 918-744-2205

Professional Event Organizer:

Email and Phone:

On-site Contact: Jeannette NicholsMobile: 918-510-3228Billing Contact: Ascension St. John FoundationPhone: 918-744-2205Billing Address: 1924 S UTICA AVE E  
Tulsa, OK 74120

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

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**Event Setup:** Date: 09/21/2024 Time: 5:00 AM  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: NA - Parking Lot  
**Event Start:** Date: 09/21/2024 Time: 6:00 PM  
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: 6:00 PM - 10:00 PM  
**Event End:** Date: 09/21/2024 Time: 10:00 PM  
Street Reopens after Event End: Date: Time:  
**Event Teardown:** Date: 09/21/2024 Time: 10:30 PM  
Street Reopens after Event Teardown: Date: Time:

### ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Free Beer, Free Alcohol (Spirits), Free Wine  
Number of Food Vendors: 1  
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, 40x20 - 3, 10x10 Provider and Phone: ABCO Rentals (918) 583-6557  
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: St. John Security Officers, 918-744-2197, darrel.long@ascension.org

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

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: Parking Garage

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): Gold Sponsors  
The Mary K. Chapman Foundation  
CommunityCare  
Moran Family Foundation  
NORDAM  
US Pioneer

Silver Sponsors  
Airco  
Bank Of Oklahoma  
Bailey Family  
Blue Cross Blue Shield  
Pete & Meredith Madden  
Tulsa Radiology Associates, Inc.  
Tulsa Regional Chamber  
Webco Industries, Inc.

Bronze Sponsors  
Tom & Jess Biolchini  
Cornerstone Hospital of Broken Arrow  
Encentus Federal Credit Union  
OSU Center for Health Sciences  
OU School of Community Medicine  
Peter & Jill Wenger  
Rodolf & Todd  
The Perinatal Center  
Tulsa People

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 Attachment

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Funkytown

Sound Amplification: Yes

Start Time: 6:00 PM

Finish Time: 9:45 PM

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

Standard Band Sound Equipment

Sound checks conducted prior to the event: Yes

Start Time: 4:30 PM

Finish Time: 5:00 PM

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Area to be cleaned by Touchpoint Cleaning Services

Number of Trash Receptacles: 20

Number of Dumpsters: 1

Number of Recycling Containers: 10

Cleanup Service: Yes Provider and Phone: TouchPoint Support Services, 918-744-2676

Presented Event Concept to:

Neighborhood Assn, Yorktown Neighborhood Association

If not presented, please explain:

**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: 08/29/2024      Date routed: 09/11/2024      Date for review: 09/18/2024

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 09/18/2024.

On-site map revised 09/11/2024.

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