



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Kendall Whittier Main Street - Arts Festival Date(s) of Event: October 19, 2024

Location Address: Start: 1 S Lewis Ave Council District(s): 4
 End: 1 S Yorktown Ave

Event Description: Arts Festival to showcase local talent to allow them to sell their artistic paintings and locally made items.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Live Entertainment, Food Sales, Merchandise Sales, Street Closure

Anticipated Attendance: Total: 2000 Per Day: 2000

Anticipated Participants: Total: 60 Per Day: 60

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Kendall Whittier Main Street Website: http://visitkendallwhittier.com/

Chief Officer of Host Organization: Evon Markum

Email and Phone: historickwms@gmail.com 918-633-1934

Applicant Name: Jessica Jackson

Email and Phone: jessica@visitkendallwhittier.com 918-633-1934

Professional Event Organizer:

Email and Phone:

On-site Contact: Evon Markum Mobile: 918-633-1934

Billing Contact: Kendall Whittier Main Street Phone: 918-633-1934

Billing Address: 2205 Admiral Blvd.
Tulsa, OK 74110

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/19/2024 Time: 7am
Street Closure for Event Setup: Date: 10/19/2024 Time: 7am
Street(s) to be Closed for Event Setup: Admiral Blvd between Lewis Ave and Yorktown Ave
Event Start: Date: 10/19/2024 Time: 10am
Street Closure for Event Start: Date: 10/19/2024 Time: 7am
Street(s) to be Closed for Event Start: Admiral Blvd between Lewis Ave and Yorktown Ave
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 10am to 5pm
Event End: Date: 10/19/2024 Time: 5pm
Street Reopens after Event End: Date: 10/19/2024 Time: 6pm
Event Teardown: Date: 10/19/2024 Time: 5:00pm
Street Reopens after Event Teardown: Date: 10/19/2024 Time: 6:30pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 11
Number of Food Trucks: 6
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 38 Number of Service Vendors: 0
Number & Sizes of Tents: 1 - 10X20 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: N/A

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Yes Contact, Email and Phone: Tulsa Police Officer, Kevin Staats (918) 902-4018

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

Traffic Control Barricade Company: Yes Contact, Email and Phone: RoadSafe Traffic Systems (918) 425-4550

Equipment Setup: Date: 10/19/2024 Time: 7am Equipment Pickup: Date: 10/19/2024 Time: 6:30pm

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

Equipment Setup: Date: _____ Time: _____ Equipment Pickup: Date: _____ Time: _____

Parking Type: Street, Unpaved Lot, ADA parking available, Paved Lot

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): GKFF

Circle Cinema

Williams

Fowler Automotive

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

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service Rentals (918) 272-4018

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

Equipment Setup: Date: 10/19/2024 Time: 7am

Equipment Pickup: Date: 10/19/2024 Time: 5:30pm

Other Event Information: See Attachments

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 4

Performer/Band name and music type: 10am-noon: DJ Klive
Noon-1: Baile Folklorico
1pm-2pm: Folk Singer
2pm-3pm: Hot Toast

Sound Amplification: Yes

Start Time: 10am

Finish Time: 2pm

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

2 Speakers

Sound checks conducted prior to the event: Yes

Start Time: 10am

Finish Time: 10:05am

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: Yes Describe:

Directional Signage

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We have hired a clean up person.

Number of Trash Receptacles: 8

Number of Dumpsters: 3

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: Joey Casey (539) 644-0198

Presented Event Concept to:

Residents, Businesses, We will use banners to show event is coming. This is an Annual Event

If not presented, please explain:

N/A

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: 09/24/2024 Date routed: 10/02/2024 Date for review: 10/16/2024

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 10/16/2024. Mayor agenda
10/09/2024. City Council agenda 10/16/2024. TCP map and other pending information received
10/02/2024. Site map pending.



Date: Oct. 19, 2024 **Project:** Kendall Whittier Art Festival

Comments:
 Road Closure: 7 a.m. to 6:30 p.m.
 Event Hours: 10 a.m. to 5 p.m.
 Traffic control equipment must be checked after vendor set-up.
 Provider and/or Organizer should comply with MUTCD/COT
 Signage, Barricade, Spacing, and Distance Guidelines.
 Parking/Bike Lanes not Shown | Drawing not to Scale.
 COT assumes no liability for accuracy or validity.

