



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Friendship Church Tulsa Fall Fest Date(s) of Event: 10/27/2024

Location Address: Start: 1700 North Madison Avenue
End: 1800 North Madison Avenue Council District(s): 1

Event Description: A community festival to celebrate the Fall season.

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Amplified Sound, Public Right of Way, Sidewalk Closure, Private Property, Street Closure

Anticipated Attendance: Total: 500 Per Day: 500

Anticipated Participants: Total: 500 Per Day: 500

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Friendship Baptist Church Website: https://www.friendshipchurchtulsa.org/

Chief Officer of Host Organization: Brittani Gunnells

Email and Phone: admin@friendshipchurchtulsa.org 918-582-4491

Applicant Name: Brittani Gunnells

Email and Phone: admin@friendshipchurchtulsa.org 918-582-4491

Professional Event Organizer:

Email and Phone:

On-site Contact: Brittani Gunnells Mobile: 918-582-4491

Billing Contact: Brittani Gunnells Phone: 918-582-4491

Billing Address: 1709 N Madison AVE
Tulsa, OK 74106

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/27/2024 Time: 2pm
Street Closure for Event Setup: Date: 10/27/2024 Time: 2pm
Street(s) to be Closed for Event Setup: Madison Ave between Reading St and Seminole St
Event Start: Date: 10/27/2024 Time: 3pm
Street Closure for Event Start: Date: 10/27/2024 Time: 2pm
Street(s) to be Closed for Event Start: See TCP Map
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 3 - 5pm
Event End: Date: 10/27/2024 Time: 5pm
Street Reopens after Event End: Date: 10/27/2024 Time: 6pm
Event Teardown: Date: 10/27/2024 Time: 5pm
Street Reopens after Event Teardown: Date: 10/27/2024 Time: 6pm

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: 0 Provider and Phone: N/A
Number of Inflatables: Yes 3 Provider and Phone: Jasmine's Jupiter Jumps (918) 402-4866
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: Cameron Ingram (918) 260-1625
Kevin Ferguson (918) 951-6505

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,
Susan.jones@roadsafetraffic.com (918)
425-4550

Equipment Setup: Date: 10/27/2024 Time: 2pm Equipment Pickup: Date: 10/27/2024 Time: 6pm

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 - Church Facilities

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

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 3pm

Finish Time: 5pm

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

Bluetooth speaker

Sound checks conducted prior to the event: No

Start Time: N/A

Finish Time: N/A

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: Members of the church/volunteers for the event will clean up.

Number of Trash Receptacles: 4

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents

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: 09/17/2024 Date routed: 10/10/2024 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
10/16/2024. City Council agenda 10/16/2024.

Comments:



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Note: All signs will be set according to the M.U.T.C.D. & OK.D.O.T standards based on the roadway type & speed limits.

