



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

---

Name of Event: Tulsa Fire Department 9/11 Memorial Stair Climb Date(s) of Event: Thursday, September 11, 2025

Location Address: Start: 400 S Main St Council District(s): 4  
End: 400 S Boston Ave

Event Description: A Stair Climb to remember those we lost on September 11th.

**Event Category:** Street, Lane, or Sidewalk Closure

**Event Includes:** No Parking Signage, Sidewalk Closure, Private Property, Street Closure

Anticipated Attendance: Total: 350 Per Day: 350

Anticipated Participants: Total: 250 Per Day: 250

Number of Events for Monthly Event: No

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

---

Host Organization: Tulsa Fire Department Website: [www.cityoftulsa.org/government/departments/fire](http://www.cityoftulsa.org/government/departments/fire)

Chief Officer of Host Organization: Joey Marshall

Email and Phone: [lins.marshall@cox.net](mailto:lins.marshall@cox.net) 918-906-9573

Applicant Name: Joey Marshall

Email and Phone: [lins.marshall@cox.net](mailto:lins.marshall@cox.net) 918-906-9573

Professional Event Organizer:

Email and Phone:

On-site Contact: Joey Marshall Mobile: 918-906-9573

Billing Contact: Tulsa Fire Department Phone: 918-906-9573

Billing Address: 10510 S 84TH CIR E  
Tulsa, OK 74133

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

---

<b>Event Setup:</b>	Date: <u>09/11/2025</u>	Time: <u>0500</u>
Street Closure for Event Setup:	Date: <u>09/11/2025</u>	Time: <u>0500</u>
Street(s) to be Closed for Event Setup:	<u>4th Street between Main St and Boston Ave</u>	
<b>Event Start:</b>	Date: <u>09/11/2025</u>	Time: <u>0830</u>
Street Closure for Event Start:	Date: <u>09/11/2025</u>	Time: <u>0500</u>
Street(s) to be Closed for Event Start:	<u>4th Street Between Main St and Boston Ave</u>	
Run, Walk, Parade Start Time:	<u>Climb - 0846</u>	
Daily Event Hours:	<u>0500-1200</u>	
<b>Event End:</b>	Date: <u>09/11/2025</u>	Time: <u>1200</u>
Street Reopens after Event End:	Date: <u>09/11/2025</u>	Time: <u>1200</u>
<b>Event Teardown:</b>	Date: <u>09/11/2025</u>	Time: <u>1100</u>
Street Reopens after Event Teardown:	Date: <u>09/11/2025</u>	Time: <u>1200</u>

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

---

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>		
Number of Food Vendors:	<u>0</u>		
Number of Food Trucks:	<u>0</u>		
Food Cooked on-site:	<u>No</u>	Fuel(s) to be used:	
Number of Item Vendors:	<u>0</u>	Number of Service Vendors:	<u>0</u>
Number & Sizes of Tents:	<u>0</u>	Provider and Phone:	<u>N/A</u>
Number of Inflatables:	<u>No</u> <u>0</u>	Provider and Phone:	<u>NA</u>
Number of Amusement Rides:	<u>No</u> <u>0</u>	Provider and Phone:	<u>NA</u>
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>		
Provider and Phone:	<u>N/A</u>		

### **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: Yes Contact, Email and Phone: Tulsa Fire Department

Traffic Control Barricade Company: Yes Contact, Email and Phone: Tulsa Fire Department

Equipment Setup: Date: 09/11/2025 Time: 0500 Equipment Pickup: Date: 09/11/2025 Time: 1200

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

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

Parking Type: Street

Transportation Service: No service

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

### **Sponsor and Other Event Information**

---

Event Sponsor(s): Price Family, Tulsa Fire Department, Local 176

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

Drone: No

Portable Toilets: No Provider and Phone: N/A

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

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: No

Start Time: N/A

Finish Time: N/A

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

N/A

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: Clean up will be minimal and carried out by organizers

Number of Trash Receptacles: 5

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Businesses

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: 05/31/2025      Date routed: 09/02/2025      Date for review: 09/10/2025

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 09/10/2025. Mayor agenda  
09/10/2025. City Council agenda 09/10/2025. Fees paid 08/29/2025. Map revised 09/02/2025.

---





**Date:** Sept 11, 2025 **Project:** TFD 9/11 Memorial Stair Climb

**Comments:**

Road Closure: 5 a.m. - Noon

Event Hours: 8:30 a.m. - Noon (Climb 8:46 a.m.)

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.

