



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: PARLA CREATIVE FESTIVALDate(s) of Event: SEPTEMBER 18 - 21, 2025Location Address: Start: 100 N. Greenwood Ave.  
End: 50 N. Greenwood Ave.Council District(s): 1Event Description: SATURDAY, 20TH - FASHION SHOW ON GREENWOOD AVE  
SUNDAY, 21ST - DINNER ON GREENWOOD AVEEvent Category: Festival/CelebrationEvent Includes: Amplified Sound, Generator/Electricity, Public Right of Way, Live Entertainment, No Parking Signage, Sidewalk Closure, Street ClosureAnticipated Attendance: Total: 500Per Day: 250Anticipated Participants: Total: 500Per Day: 250Number of Events for Monthly Event: No

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

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Host Organization: JAG INC TULSAWebsite: <https://www.jagtulsa.org/>Chief Officer of Host Organization: JERICA WORTHAMEmail and Phone: JERICAWORTHAM@JAGTULSA.ORG 918-619-2295Applicant Name: JERICA WORTHAMEmail and Phone: JERICAWORTHAM@JAGTULSA.ORG 918-619-2295

Professional Event Organizer:

Email and Phone:

On-site Contact: JERICA WORTHAMMobile: 918-619-2295Billing Contact: JAG INC TULSAPhone: 918-619-2295Billing Address: 8552 E 33RD ST S  
Tulsa, OK 74145

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

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<b>Event Setup:</b>	Date: <u>09/18/2025</u>	Time: <u>9AM</u>
Street Closure for Event Setup:	Date: <u>09/20/2025</u>	Time: <u>9AM</u>
Street(s) to be Closed for Event Setup:	<u>GREENWOOD AVE FROM RAILROAD TRACKS TO ARCHER ST</u>	
<b>Event Start:</b>	Date: <u>09/20/2025</u>	Time: <u>5:00PM</u>
Street Closure for Event Start:	Date: <u>09/20/2025</u>	Time: <u>9AM</u>
Street(s) to be Closed for Event Start:	<u>GREENWOOD AVE FROM RAILROAD TRACKS TO ARCHER ST</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>SATURDAY, 5:30 - 9 PM</u> <u>SUNDAY, 11 AM - 10 PM</u>	
<b>Event End:</b>	Date: <u>09/21/2025</u>	Time: <u>10PM</u>
Street Reopens after Event End:	Date: <u>09/21/2025</u>	Time: <u>11:30PM</u>
<b>Event Teardown:</b>	Date: <u>09/21/2025</u>	Time: <u>10:30PM</u>
Street Reopens after Event Teardown:	Date: <u>09/21/2025</u>	Time: <u>11:30PM</u>

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

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Beer Sales, Alcohol Sales:	<u>Free Wine</u>	
Number of Food Vendors:	<u>1</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>1</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**

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Security and/or Police: Yes Contact, Email and Phone: KEVIN FERGUSON II, 918-845-0825

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: 09/20/2025 Time: 9AM Equipment Pickup: Date: 09/22/2025 Time: 9AM

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**

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Event Sponsor(s): JAG INC

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: SEE ATTACHMENTS

## **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: JAZZ

Sound Amplification: Yes

Start Time: 6PM

Finish Time: 10PM

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

N/A

Sound checks conducted prior to the event: Yes

Start Time: 5PM

Finish Time: 6PM

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:

UPLIGHTS

## **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: TEAM OF VOLUNTEERS CLEANING THE SPACE.

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**

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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: 09/03/2025      Date routed: 09/09/2025      Date for review: 09/17/2025

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  
09/17/2025. City Council agenda 09/17/2025. Application revised 09/09/2025. TCP subject to change  
for access to business/residential driveways.

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**Comments:**  
THIS TRAFFIC CONTROL PLAN WAS DRAFTED IN ACCORDANCE WITH M.U.T.C.D. & O.D.O.T. SPECIFICATIONS. ROADSAFE TRAFFIC SYSTEMS PROVIDED THIS DRAFT TO THE CUSTOMER AS A SERVICE AND IS TO BE SUBMITTED TO THE AUTHORITATIVE AGENCY FOR PREVIEW AND MODIFICATION IF NEEDED. ROADSAFE TRAFFIC SYSTEMS ASSUMES NO LIABILITY FOR ACCURACY OR VALIDITY.