



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Fire Station 8 100th Anniversary Celebration Date(s) of Event: Thursday, September 25, 2025

Location Address: Start: 1400 S. Trenton Avenue Council District(s): 4
End: 1400 S. Peoria Avenue

Event Description: 100th Anniversary celebration for Fire Station 8. Invitation only, food/beverage inside Station8 Branding/James Boswell Architecture. Street/sidewalk closure to support parking and traffic flow for Fire Station #8 100th Anniversary celebration at Station8 Branding/James Boswell Architecture.

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Public Right of Way, Lane Closure, Sidewalk Closure, Private Property

Anticipated Attendance: Total: 200 Per Day: 200

Anticipated Participants: Total: 200 Per Day: 200

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: James P Boswell Architect Website: https://boswellarchitect.com/

Chief Officer of Host Organization: James Boswell

Email and Phone: j@boswellarchitect.com 918-599-7570

Applicant Name: Neil Dieterle

Email and Phone: nd@station8branding.com 918-625-0947

Professional Event Organizer:

Email and Phone:

On-site Contact: Neil Dieterle Mobile: 918-625-0947

Billing Contact: Station8 Branding Phone: 918-625-0947

Billing Address: 1400 S TRENTON AVE E
Tulsa, OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>09/25/2025</u>	Time: <u>2 pm</u>
Street Closure for Event Setup:	Date: <u>09/25/2025</u>	Time: <u>2 pm</u>
Street(s) to be Closed for Event Setup:	<u>See attachment.</u>	
Event Start:	Date: <u>09/25/2025</u>	Time: <u>4 pm</u>
Street Closure for Event Start:	Date: <u>09/25/2025</u>	Time: <u>2 pm</u>
Street(s) to be Closed for Event Start:	<u>See attachment.</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>4 - 9 pm</u>	
Event End:	Date: <u>09/25/2025</u>	Time: <u>9 pm</u>
Street Reopens after Event End:	Date: <u>09/25/2025</u>	Time: <u>9:30 pm</u>
Event Teardown:	Date: <u>09/25/2025</u>	Time: <u>9:30 pm</u>
Street Reopens after Event Teardown:	Date: <u>09/25/2025</u>	Time: <u>9:30 pm</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: 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: 09/25/2025 Time: 2 pm Equipment Pickup: Date: 09/25/2025 Time: 9 pm

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

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

Parking Type: Street, 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): Station8 Branding/James Boswell Architect

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 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: Event will be cleaned up by Station8 employees immediately following the celebration.

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:

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: 08/25/2025 Date routed: 09/22/2025 Date for review: Email Review

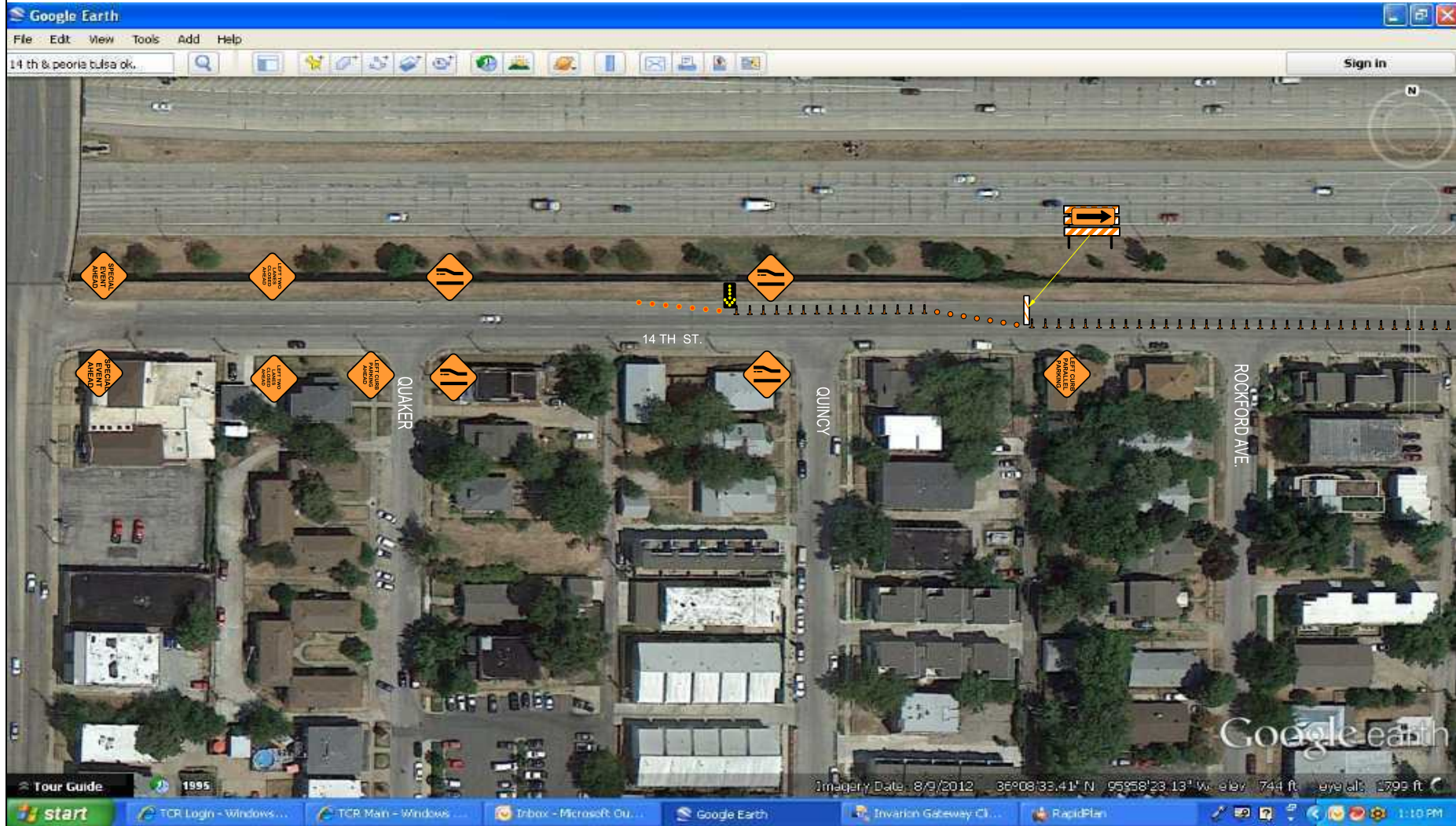
Special Events Committee Recommendation: _____ Yes ☐ No ☐ _____

Date routed to Mayor: _____ Mayor's Recommendation: Yes ☐ No ☐ _____

Date routed to Council: _____ City Council Approval: Yes ☐ No ☐ _____

Date Permit Issued: _____ Comments: SEC meeting 09/24/2025.

Application revised 09/22/2025.



Date: 10-10-14 Author: B. HOLDER Project: BOSWELL

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 REVIEW AND MODIFICATION IF NEEDED. ROADSAFE TRAFFIC SYSTEMS ASSUMES NO LIABILITY FOR ACCURACY OR VALIDITY. ▲