



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Friendship Church Fall Fest Date(s) of Event: Sunday, Oct. 26, 2025
Location Address: Start: 1800 N Madison Ave Council District(s): 1
End: 1700 N Madison Ave
Event Description: We will give out candy, snacks and entertain the community and church members with games.
Event Category: Street, Lane, or Sidewalk Closure
Event Includes: Amplified Sound, Public Right of Way, Sidewalk Closure, Private Property, Street Closure
Anticipated Attendance: Total: 600 Per Day: 0
Anticipated Participants: Total: 600 Per Day: 600
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: info@friendshipchurchtulsa.org
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: <u>10/26/2025</u>	Time: <u>2pm</u>
Street Closure for Event Setup:	Date: <u>10/26/2025</u>	Time: <u>2pm</u>
Street(s) to be Closed for Event Setup:	<u>Madison Avenue between Reading St. and Seminole St.</u>	
Event Start:	Date: <u>10/26/2025</u>	Time: <u>2pm</u>
Street Closure for Event Start:	Date: <u>10/26/2025</u>	Time: <u>2pm</u>
Street(s) to be Closed for Event Start:	<u>See TCP Map</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>2pm - 5pm</u>	
Event End:	Date: <u>10/26/2025</u>	Time: <u>5pm</u>
Street Reopens after Event End:	Date: <u>10/26/2025</u>	Time: <u>5pm</u>
Event Teardown:	Date: <u>10/26/2025</u>	Time: <u>5pm</u>
Street Reopens after Event Teardown:	Date: <u>10/26/2025</u>	Time: <u>5pm</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>Yes</u> <u>3</u>	Provider and Phone: <u>Show it Off Inflatables, LLC (TBD)</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: Yes Contact, Email and Phone: Janee' Williams (918) 853-0905
Camron Ingram (918) 260-1625

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

Traffic Control Barricade Company: Yes Contact, Email and Phone: TBD

Equipment Setup: Date: 10/26/2025 Time: 1:30pm Equipment Pickup: Date: 10/26/2025 Time: 5pm

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): Friendship Church Tulsa and congregants.

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: Yes

Start Time: 2pm

Finish Time: 5pm

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

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: Volunteers will help clean up the area.

Number of Trash Receptacles: 3

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: 07/23/2025 Date routed: 10/06/2025 Date for review: 10/15/2025

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 10/08/2025. Mayor agenda
10/15/2025. City Council agenda 10/15/2025. Application revised 10/06/2025.

**Comments:**

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

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.

