



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: First Methodist Tulsa HullabalooDate(s) of Event: Saturday, October 25, 2025Location Address: Start: 1100 S Boulder Ave
End: 1000 S Boulder AveCouncil District(s): 4Event Description: First Methodist Tulsa's annual fall festival and trunk-or-treat. We are seeking to close Main St between 10th St and 11th St for First Methodist Tulsa's annual fall festival and trunk-or-treat.Event Category: Street, Lane, or Sidewalk ClosureEvent Includes: Amplified Sound, Public Right of Way, Live Entertainment, Food Sales, Street ClosureAnticipated Attendance: Total: 1000Per Day: 1000Anticipated Participants: Total: 1000Per Day: 1000Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: FMC TulsaWebsite: <https://tulsafmc.org/>Chief Officer of Host Organization: Brent CrawfordEmail and Phone: 918-638-3346Applicant Name: Sarah JohnsonEmail and Phone: sarahjohnson@tulsafmc.org 918-605-3398

Professional Event Organizer:

Email and Phone:

On-site Contact: Sarah JohnsonMobile: 918-605-3398Billing Contact: FMC Tulsa

Phone:

Billing Address: 1115 S Boulder AVE W
Tulsa, OK 74119

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>10/25/2025</u>	Time: <u>2:00pm</u>
Street Closure for Event Setup:	Date: <u>10/25/2025</u>	Time: <u>2:00pm</u>
Street(s) to be Closed for Event Setup:	<u>Main St between 10th St and 11th St</u>	
Event Start:	Date: <u>10/25/2025</u>	Time: <u>3:00pm</u>
Street Closure for Event Start:	Date: <u>10/25/2025</u>	Time: <u>2:00pm</u>
Street(s) to be Closed for Event Start:	<u>Main St between 10th St and 11th St</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>3:00pm-6:00pm</u>	
Event End:	Date: <u>10/25/2025</u>	Time: <u>6:00pm</u>
Street Reopens after Event End:	Date: <u>10/25/2025</u>	Time: <u>6:30pm</u>
Event Teardown:	Date: <u>10/25/2025</u>	Time: <u>6:00pm</u>
Street Reopens after Event Teardown:	Date: <u>10/25/2025</u>	Time: <u>6:30pm</u>

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>	
Number of Food Vendors:	<u>0</u>	
Number of Food Trucks:	<u>2</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>Sunshine Party Jumps, 918-269-8163</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: AWS, 918-682-9393

Equipment Setup: Date: 10/25/2025 Time: 2:00pm Equipment Pickup: Date: 10/27/2025 Time: 8am

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): None

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

Number of Stages: 1

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 3:00pm

Finish Time: 6:00pm

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

Speaker for announcements

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: All trash and other items removed immediately following event.

Number of Trash Receptacles: 15

Number of Dumpsters: 2

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Places of Worship

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: 09/08/2025 Date routed: 10/16/2025 Date for review: 10/22/2025

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 10/22/2025. Mayor agenda
10/22/2025. City Council agenda 10/22/2025. Application fee paid 09/23/2025 and revised 10/16/2025.

Date: 9/9/2025 **Author:** Ryan Jett **Project:** HLB Street Closure

Comments:

TC Plan showing road closure on Main St. Between 11th St and 12th.

NOT TO SCALE

Imagery Date: 10/16/2023 36°08'46.32" N 95°59'14.60" W elev 0 ft eye