



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Trunk or Treat Date(s) of Event: Sunday, Oct. 26, 2025
Location Address: Start: 8863 E. 91st St. Council District(s): 7
End: 8863 E. 91st St.
Event Description: Trunk or Treat for World Outreach Church Families and guests. We plan to have inflatables, food trucks, petting zoo, games and face painting. Open to all that want to come.
Event Category: Miscellaneous
Event Includes: Tent/Canopy, Food Sales, Private Property
Anticipated Attendance: Total: 150 Per Day: 200
Anticipated Participants: Total: 50 Per Day: 50
Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: World Outreach Church Website: <https://www woctulsa.org/>
Chief Officer of Host Organization: Brandi Vanderveer
Email and Phone: brandi@woctulsa.org 918-294-7085
Applicant Name: Brandi Vanderveer
Email and Phone: brandi@woctulsa.org 918-294-7085
Professional Event Organizer:
Email and Phone:
On-site Contact: Brandi Vanderveer Mobile: 918-294-7085
Billing Contact: World Outreach Church Phone: 918-294-7085
Billing Address: 8863 E 91ST ST S
Tulsa, OK 74133

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>10/26/2025</u>	Time: <u>3:00 PM</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	<u>N/A</u>	
Event Start:	Date: <u>10/26/2025</u>	Time: <u>4:00 PM</u>
Street Closure for Event Start:	Date:	Time:
Street(s) to be Closed for Event Start:	<u>N/A</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>4:00 - 6:00 PM</u>	
Event End:	Date: <u>10/26/2025</u>	Time: <u>6:00 PM</u>
Street Reopens after Event End:	Date:	Time:
Event Teardown:	Date: <u>10/26/2025</u>	Time: <u>6:00 PM</u>
Street Reopens after Event Teardown:	Date:	Time:

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>4 - 10X10</u>	Provider and Phone: <u>N/A - Our own small tents</u>
Number of Inflatables:	<u>Yes</u> <u>0</u>	Provider and Phone: <u>Just Gotta Jump, 918-346-8500</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: Will Mortensen, Ten Seven Security, 918-200-9787, will@tensevensecurity.com

Medical and/or First Aid Services: Yes Contact, Email and Phone: Rose Martino, 918-231-8509

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

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

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): N/A

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: N/A

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 3:00 PM

Finish Time: 6:00 PM

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

PA system

Sound checks conducted prior to the event: Yes

Start Time: 3:00 PM

Finish Time: 4:00 PM

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:

Signage for welcome area, labels for tents for prayer, first-aid, connect and face-painting.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We have a trash dumpster to get rid of trash and several large trash receptacles. Our volunteers will help with clean up after the event conclusion.

Number of Trash Receptacles: 10

Number of Dumpsters: 1

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: 09/10/2025 Date routed: 10/23/2025 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.

Application revised 10/23/2025.

