



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Turkey DistributionDate(s) of Event: Nov. 23 - 25, 2025Location Address: Start: 200 E. Ute Pl.
End: 400 E. Ute Pl.Council District(s): 1Event Description: Feeding families in need.**Event Category:** Miscellaneous**Event Includes:** Public Right of Way, No Parking Signage, Private Property, Street Closure, Feeding families in need for thanksgiving.Anticipated Attendance: Total: 4000Per Day: 1250Anticipated Participants: Total: 4000Per Day: 1250Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: John 3:16 MissionWebsite: <https://www.john316mission.org/>Chief Officer of Host Organization: Steven WhittakerEmail and Phone: smw@john316mission.org 918-587-1186Applicant Name: Justin HarroldEmail and Phone: jharrold@john316mission.org 918-574-8642

Professional Event Organizer:

Email and Phone:

On-site Contact: Brian BostMobile: 918-894-2608Billing Contact: John 3:16 MissionPhone: 918-574-8642Billing Address: 2027 N MARTIN LUTHER KING JR BLVD E
Tulsa, OK 74106

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/22/2025 Time: 3:00 pm
Street Closure for Event Setup: Date: 11/22/2025 Time: 3:00 pm
Street(s) to be Closed for Event Setup: Ute Pl from MLK Jr Blvd to one block east (Elgin Ave)
Event Start: Date: 11/23/2025 Time: 7:00 am
Street Closure for Event Start: Date: 11/22/2025 Time: 3:00 pm
Street(s) to be Closed for Event Start: See TCP Map
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 11/23/2025: 7 am to 7 pm.
11/24/2025: 7 am to 7 pm.
11/25/2025: 7 am to 5 pm.
Event End: Date: 11/25/2025 Time: 4:00 pm
Street Reopens after Event End: Date: 11/25/2025 Time: 5:00 pm
Event Teardown: Date: 11/25/2025 Time: 4:00 pm
Street Reopens after Event Teardown: Date: 11/25/2025 Time: 5:00 pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: Yes Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: One 20x40 tent. Provider and Phone: TBD
Number of Inflatables: No 0 Provider and Phone: NA
Number of Amusement Rides: No 0 Provider and Phone: NA
Use of fireworks, rockets, lasers, or other pyrotechnics: No
Provider and Phone: N/A

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Yes Contact, Email and Phone: Keys Security, 918-927-6134

Medical and/or First Aid Services: Yes Contact, Email and Phone: Nurse volunteers on-site

Traffic Control Barricade Company: Yes Contact, Email and Phone: RoadSafe Traffic Systems, 918-425-4550

Equipment Setup: Date: 11/22/2025 Time: 3:00 pm Equipment Pickup: Date: 11/25/2025 Time: 5:00 pm

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

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

Parking Type: 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): John 3:16 Mission

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: 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: Yes Describe:

To let the public know where to receive turkeys, and where not to park,

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will have one 30 yard roll off dumpster on site.

Number of Trash Receptacles: 0

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: Shipley Container Service, 918-583-5317

Presented Event Concept to:

Residents, Schools

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: 07/21/2025 Date routed: 10/27/2025 Date for review: 11/05/2025

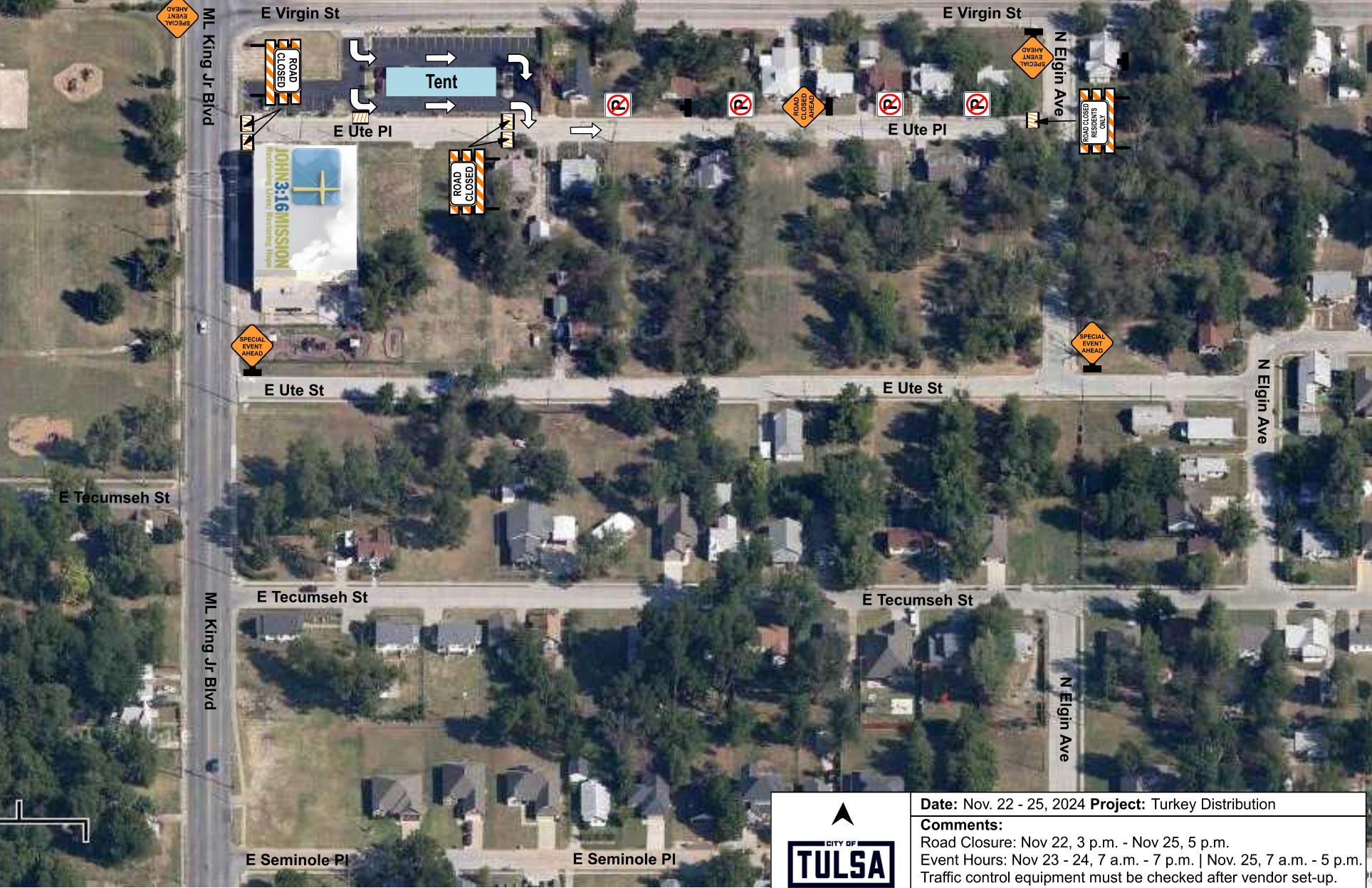
Special Events Committee Recommendation: _____ Yes ☐ No ☐ _____

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

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

Date Permit Issued: _____ Comments: SEC meeting 11/12/2025. Mayor agenda
11/05/2025. City Co n i 11/05/2025. Application fees paid 09/23/2025 and revised 10/27/2025.

SW Corner Victoria St.



Date: Nov. 22 - 25, 2024 **Project:** Turkey Distribution
Comments:
Road Closure: Nov 22, 3 p.m. - Nov 25, 5 p.m.
Event Hours: Nov 23 - 24, 7 a.m. - 7 p.m. | Nov. 25, 7 a.m. - 5 p.m.
Traffic control equipment must be checked after vendor set-up.
Provider and/or Organizer should comply with MUTCD/COT
Signage, Barricade, Spacing, and Distance Guidelines.
Parking/Bike Lanes not Shown | Drawing not to Scale.
COT assumes no liability for accuracy or validity.