



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Block Party for Crowell Heights Neighborhood Date(s) of Event: Saturday, October 10, 2026

Location Address: Start: 1300 S Canton Ave Council District(s): 5
End: 1313 S Canton Ave

Event Description: Fall Block Party for the neighborhood surrounding Harbor of Grace Church, Crowell Heights.

Event Category: Festival/Celebration

Event Includes: Public Right of Way, Private Property, Street Closure

Anticipated Attendance: Total: 150 Per Day: 150

Anticipated Participants: Total: 150 Per Day: 150

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Harbor of Grace Church Website: www.harborofgracechurch.org

Chief Officer of Host Organization: Michael Roark

Email and Phone: 918-855-7980

Applicant Name: Elizabeth Roark

Email and Phone: admin@harborofgracechurch.org 918-834-2537

Professional Event Organizer:

Email and Phone:

On-site Contact: Elizabeth Roark Mobile: 918-834-2537

Billing Contact: Harbor of Grace Church Phone: 918-834-2537

Billing Address: 1301 Canton AVE S
Tulsa, OK 74112

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/10/2026 Time: 4:00 pm
Street Closure for Event Setup: Date: 10/10/2026 Time: 4:00 pm
Street(s) to be Closed for Event Setup: Canton Ave from 13th St to 1313 S Canton (in front of the church).
Closed 4:00 pm - 8:00 pm

Event Start: Date: 10/10/2026 Time: 5:00 pm
Street Closure for Event Start: Date: 10/10/2026 Time: 4:00 pm
Street(s) to be Closed for Event Start: Canton Ave from 13th St to 1313 S Canton (in front of the church).
Closed 4:00 pm - 8:00 pm

Run, Walk, Parade Start Time: N/A
Daily Event Hours: 5:00 - 8:00 pm

Event End: Date: 10/10/2026 Time: 8:00 pm
Street Reopens after Event End: Date: 10/10/2026 Time: 8:00 pm

Event Teardown: Date: 10/10/2026 Time: 7:30 pm
Street Reopens after Event Teardown: Date: 10/10/2026 Time: 8:00 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: Gas

Number of Item Vendors: 0 Number of Service Vendors: 0

Number & Sizes of Tents: Several 10X10 Tents. Provider and Phone: Church Owned. Note: Tents not spaced according to TFD guidelines (i.e., 12 feet separation between every 400 square feet of tent) require a Tent Permit. For example, 10x10 or 10X20 tents not separated by 12 feet are considered as a group. More than 4-10x10 tents or 2-10x20 tents in a group require a Tent Permit. Each group of tents not separated by 12 feet requires a Tent Permit. 20x20 tents (400 sf) not separated by 12 feet require a Tent Permit. Any tent or group of tents over 400 sf require a Tent Permit. If a Tent Permit is required, upload it to the portal.

Number of Inflatables: Yes 1 Provider and Phone: Elite Inflatables, 4707 S 101 E Ave, Suite B, 918-292-8792

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: 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, 1302 W 36th St
N , 9 1 8 - 4 2 5 - 4 5 5 0 ,
bholder@roadsafetraffic.com

Equipment Setup: Date: 10/10/2026 Time: 4:00 pm Equipment Pickup: Date: 10/12/2026 Time: 9:00 am

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): Harbor of Grace Church

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(s). Due to weather, road construction or unforeseen circumstances, the timelines for activities and closures (including relocation, if necessary) are subject to change.

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: 5:00 pm

Finish Time: 7:30 pm

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

A small sound system

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: Church members will remove all refuse and leave everything as it was previously.

Number of Trash Receptacles: 2

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: 08/04/2026 Date routed: 09/24/2026 Date for review: 09/30/2026
Special Events Committee Recommendation: Meeting Review Yes ☒ No ☐ 09/23/2026
Date routed to Mayor: 09/24/2026 Mayor's Recommendation: Yes ☐ No ☐ _____
Date routed to Council: 09/24/2026 City Council Approval: Yes ☐ No ☐ _____
Date Permit Issued: _____ Comments: SEC meeting 09/23/2026. Mayor agenda
09/30/2026. City Council agenda 09/30/2026.

