



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: NYE Wedding 2018

Date(s) of Event: December 31, 2018

Location Address: 415 S BOSTON AVE E

Council District(s): 4

Event Description: Private event, wedding

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Tent/Canopy, Generator/Electricity, Public Right of Way, Lane Closure, Live Entertainment, No Parking Signage, Sidewalk Closure, Street Closure

Anticipated Attendance: Total: 400

Per Day: 400

Anticipated Participants: Total: 400

Per Day: 400

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Mary Fencil Events

Website: www.maryfenclevents.com

Chief Officer of Host Organization: Mary Fencil

Email and Phone: mary@maryfenclevents.com 918-809-5862

Applicant Name: Kelsy Jabben

Email and Phone: kelsyjabben@gmail.com 918-798-8439

Professional Event Organizer: Mary Fencil

Email and Phone: mary@maryfenclevents.com 918-809-5862

On-site Contact: Mary Fencil

Mobile: 918-809-5862

Billing Contact: Kelsy Jabben

Phone: 918-798-8439

Billing Address: 1426 S Trenton Avenue
Tulsa, OK OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 12/29/2018 Time: 10:00 am
Street Closure for Event Setup: Date: 12/29/2018 Time: 10:00 am
Street(s) to be Closed for Event Setup: See TCP Map

Event Start: Date: 12/31/2018 Time: 7:00 am
Street Closure for Event Start: Date: 12/29/2018 Time: 10:00 am
Street(s) to be Closed for Event Start: See TCP Map
Run, Walk, Parade Start Time: NA
Daily Event Hours: 6:00 p.m. Dec. 31, 2018 to 1:00 a.m. Jan. 1, 2019

Event End: Date: 01/01/2019 Time: 1:00 a.m.
Street Reopens after Event End: Date: 01/01/2019 Time: 8:00 pm

Event Teardown: Date: 01/01/2019 Time: 10:00 am
Street Reopens after Event Teardown: Date: 01/01/2019 Time: 8:00 pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Free low point Beer, Free Alcohol/wine/high point beer
Number of Food Vendors: 1
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 10 Number of Service Vendors: 8
Number of Tents/Canopies: 1 40x150 Provider and Phone: Party Pro
(918) 622-8102
Number of Inflatables: 0 Provider and Phone: NA,
Number of Amusement Rides: 0 Provider and Phone: NA
Use of fireworks, rockets, lasers, or other pyrotechnics: No
Provider and Phone: NA,

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

Security and/or Police: Contact, Email and Phone: Midnight Run Security
(918) 895-6779

Medical and/or First Aid Services: Contact, Email and Phone: NA

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

Equipment Setup: Date: 12/29/2018 Time: 10:00 am Equipment Pickup: Date: 01/02/2019 Time: 9:00 am

Crowd Management Fencing Company: Contact, Email and Phone: At Your Service
(918) 272-0568

Equipment Setup: Date: 12/30/2018 Time: 10:00 a. Equipment Pickup: Date: 01/01/2019 Time: 11:00 am

Parking Type: Parking Garage, Street, ADA parking available, Paved Lot

Transportation Service: Valet Service

Transportation Service: Contact, Email and Phone: Royal Valet
(918) 935-6070

Sponsor and Other Event Information

Event Sponsor(s): None, private event

Name of Park and Location, if applicable: NA

Drone: Yes

Portable Toilets: Provider and Phone: At Your Service
918.272.0568

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 12/31/2018 Time: 10:00 am

Equipment Pickup: Date: 01/01/2019 Time: 10:00 am

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 7:00 pm

Finish Time: 12:30 am

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

Speakers for band, live entertainment

Sound checks conducted prior to the event: Yes

Start Time: 5:00 pm

Finish Time: 6:00 pm

Describe hot air balloons, fire lanterns or similar devices used at event:

NA

Describe the use of any signs, banners, decorations, or special lighting used at event:

Lighting for inside of tent

All decorations will be near or inside of tent

Florals, linens, furniture rentals

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: All vendors will come back after the event (exact time is TBD) to clean up and clear their portion of the event)

Number of Trash Receptacles: 8

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: Each vendor will be responsible for their own clean up

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Businesses

Avidavit 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: 05.31.2018 Date routed: 08.01.2018 Date for review: 08.08.2018

Special Events Committee Recommendation: Email Review ☒ Yes ☐ No

Date routed to Mayor: 08.02.2018 Mayor's Recommendation: _____ ☐ Yes ☐ No

Date routed to Council: 08.02.2018 City Council Approval: _____ ☐ Yes ☐ No

Date Permit Issued: _____ Comments: Form & TCP updated 07.02.18. Form revised 08.01.18
TCP still needs revisions.

MNE Wedding - 12/31/18

Fencing/Barricade

4th St.

4th St.

Fencing/
Barricade

Fencing/
Barricade

Tent from
Party Pro

* roughly
40' wide by
150' long

exit


exit

Mid-con
Building

First
Place
Tower

Courtyard
Marrriott

Door

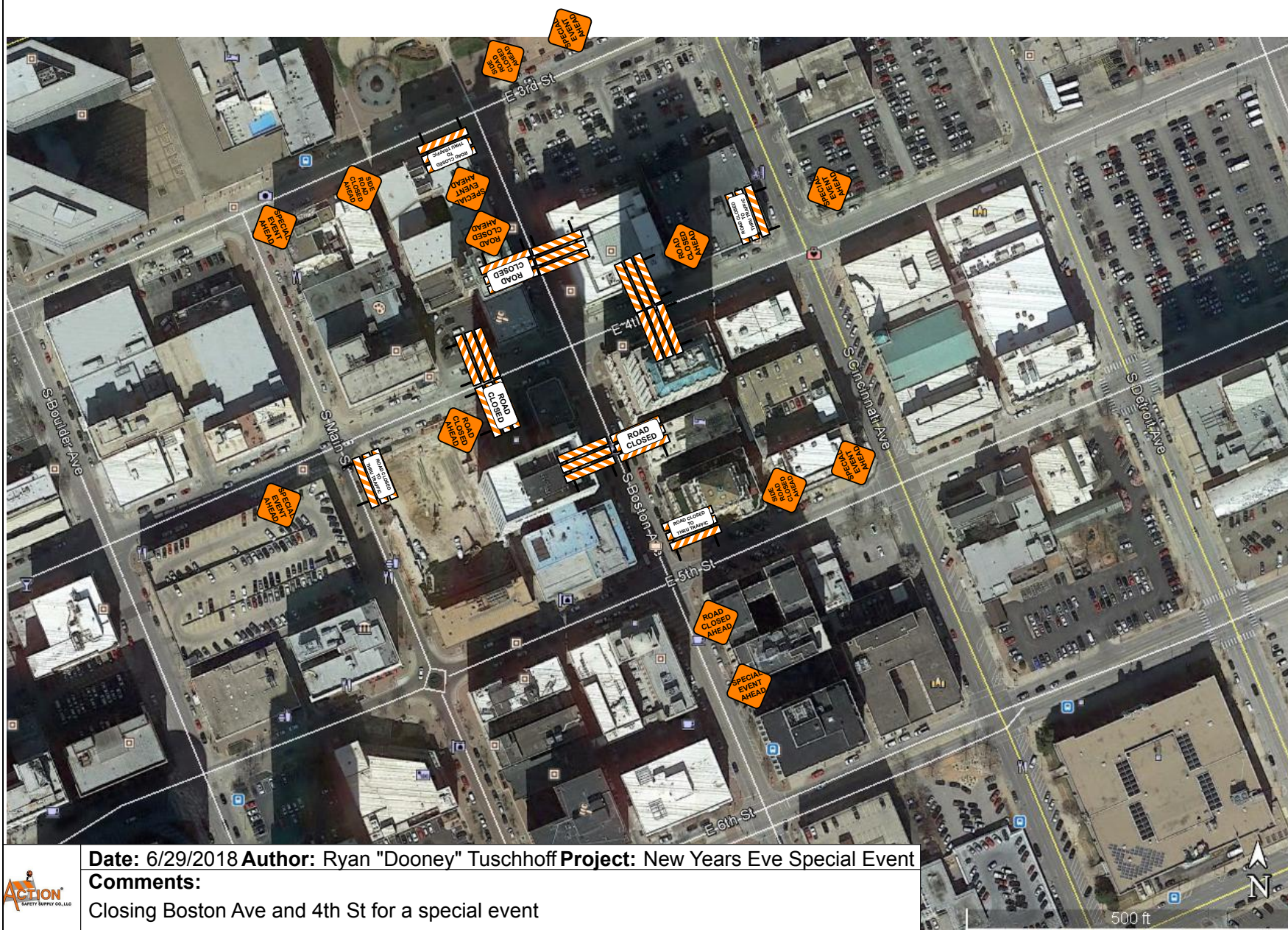
 generator

restrooms

Fencing/Barricade

5th St.

5th St.



Date: 6/29/2018 **Author:** Ryan "Dooney" Tuschhoff **Project:** New Years Eve Special Event

Comments:

Closing Boston Ave and 4th St for a special event

