



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Wdesign Open House Parking Day Date(s) of Event: 8/3/2018
Location Address: 815 E 3RD ST S Council District(s): 4
Event Description: We will utilizing one parking space outside the office and turning it into a park to promote green space and sustainability within the environment. We will have turf along with plants and benches to give the visitor a approachable entrance. This will last only for the day of the event Open House.

Event Category: Miscellaneous

Event Includes: Tent/Canopy, Public Right of Way, One parking space in front of business, No Parking Signage, Sidewalk Closure

Anticipated Attendance: Total: 50 Per Day: 50

Anticipated Participants: Total: 50 Per Day: 50

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: W Design, LLC Website: www.wdesignsite.com

Chief Officer of Host Organization: Kathryn Lahey

Email and Phone: kathryn@wdesignsite.com 918-794-6616

Applicant Name: Darshan Patel

Email and Phone: darshan@wdesignsite.com 918-794-6611 x 6

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Jessi Stringer Mobile: 918-794-6616

Billing Contact: W Design Phone: 918-794-6616

Billing Address: 815 East 3rd St
Tulsa OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 08/03/2018 Time: 2 p.m.
Street Closure for Event Setup: Date: 08.03/2018 Time: 6 a.m.
Street(s) to be Closed for Event Setup: See Map

Event Start: Date: 08/03/2018 Time: 2 p.m.
Street Closure for Event Start: Date: 08/03/2018 Time: 6 a.m.
Street(s) to be Closed for Event Start: No streets to be closed. Only one street parking space on 3rd street in front of 815 E. 3rd.

Run, Walk, Parade Start Time: NA
Daily Event Hours: 2 to 9 p.m.

Event End: Date: 08/03/2018 Time: 9 p.m.
Street Reopens after Event End: Date: 08/03/2018 Time: 11 p.m.

Event Teardown: Date: 08/03/2018 Time: 11 p.m.
Street Reopens after Event Teardown: Date: 08/03/2018 Time: 11 p.m.

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 1 Provider and Phone: Large Umbrella
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: NA

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

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

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

Crowd Management Fencing Company: Contact, Email and Phone: NA

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

Parking Type: Street, ADA parking available, Paved Lot

Transportation Service: Valet Service

Transportation Service: Contact, Email and Phone: TBD

Sponsor and Other Event Information

Event Sponsor(s): Wdesign

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: NA

Total Number of Portable Toilets: 0 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: Time: NA

Equipment Pickup: Date: Time: NA

Other information: NA

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: No

Start Time: NA

Finish Time: NA

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

NA

Sound checks conducted prior to the event: No

Start Time: NA

Finish Time: NA

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:

NA

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Pick up turf from parking space and planters and bring inside.

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Other entities

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: 07.18.2018 Date routed: 07.24.2018 Date for review: 08.01.2018

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: _____



wdesign
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 Fax: 918.794.6602
 www.wdesignsite.com

SEAL:

PROJECT:

**W DESIGN
 OPEN HOUSE
 (PARK)ING
 DAY**

PROJECT #
 20180803

815 EAST 3RD
 TULSA, OK
 74120

CONSULTANT:

REVISIONS:

ISSUE DATE:

8.3.2018

SHEET NAME:

SITE PLAN

SHEET #:

A101

DRAWN BY: JLS



1 SITE PLAN
 SCALE: 3/32" = 1'-0"

