



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: OTF Midtown Tulsa 1st Anniversary Party Date(s) of Event: Thursday, October 4, 2018
Location Address: 1551 E 15TH ST S Council District(s): 4
Event Description: Orange Theory Midtown Tulsa is hosting a 1st anniversary party to celebrate its first year in business at this location. On the private business' patio (part of their property) a small band and seating will be setup. Inside the business, food, bar (wine/beer/mixed drink) and giveaways will be available for guests. Guests will flow from the patio to the inside areas of the business. No lanes/streets/ sidewalks will be closed but sidewalks will be in use during this event with potentially heavier foot traffic than usual.

Event Category: Miscellaneous

Event Includes: Amplified Sound, Live Entertainment, Food and wine/beer will be given away at event., Merchandise Sales, Private Property

Anticipated Attendance: Total: 250 Per Day: 250

Anticipated Participants: Total: 250 Per Day: 250

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: OrangeTheory Fitness Midtown Tulsa Website: NA

Chief Officer of Host Organization: Amy Smith

Email and Phone: 918-900-2727

Applicant Name: Allie Stites

Email and Phone: abundanteventstulsa@gmail.com 918-645-5906

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Allie Stites Mobile: 918-645-5906

Billing Contact: Allie Stites Phone: 918-645-5906

Billing Address: 5535 S. Urbana Ave.
Tulsa OK 74135

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/04/2018 Time: 12:00pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A - No streets will be closed.

Event Start: Date: 10/04/2018 Time: 7:00pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: N/A - No streets will be closed for event
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 7:00 to 9:00pm

Event End: Date: 10/04/2018 Time: 9:00pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 10/04/2018 Time: 11:00pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: 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: 1 Number of Service Vendors: 1
Number of Tents/Canopies: 0 Provider and Phone: N/A
Number of Inflatables: 0 Provider and Phone: N/A
Number of Amusement Rides: 0 Provider and Phone: N/A
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: Contact, Email and Phone: N/A

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

Traffic Control Barricade Company: Contact, Email and Phone: N/A

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

Crowd Management Fencing Company: Contact, Email and Phone: N/A

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

Parking Type: Street, 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): Orange Theory Fitness Midtown Tulsa is the host of the event

Name of Park and Location, if applicable: N/A

Drone: No

Portable Toilets: 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 information: N/A

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 2/1

Performer/Band name and music type: Ayngel + John - Cover band/acoustic duo

Sound Amplification: Yes

Start Time: 6:45pm

Finish Time: 9:00pm

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

Small PA system, amp for guitar, microphones - 2

Sound checks conducted prior to the event: Yes

Start Time: 6:30pm

Finish Time: 6:45pm

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

N/A

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

Possible balloon installation on exterior of private property, uplights, bistro lights

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Trash cans and recycling bins to be placed inside and outside of private property. Catering company (Andolinis) and host staff (Orange Theory Fitness) to assist with cleanup. Dumpsters available onsite. All trash to be disposed of immediately following event.

Number of Trash Receptacles: 4

Number of Dumpsters: 2

Number of Recycling Containers: 4

Cleanup Service Provider and Phone, if applicable: N/A

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Business Association

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: 09.18.2018 Date routed: 09.26.2018 Date for review: Email Review

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: Form revised 09.26.2018.