



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Jim Glover Auto Family's Toy for Tots Toy Cruise Date(s) of Event: December 15, 2018
Location Address: 707 W 51ST ST S Council District(s): 9, 8, 2
Event Description: Car cruise benefitting Toys for Tots
Event Category: Police Escort
Event Includes: Public Right of Way, Car cruise - Police Escort
Anticipated Attendance: Total: 300 Per Day: 0
Anticipated Participants: Total: 300 Per Day: 0
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Jim Glover Auto Family Website: www.jimgloverchevy.com
Chief Officer of Host Organization: Mandi Knight
Email and Phone: 918-446-2200
Applicant Name: Holly Allen
Email and Phone: holly@all-enmedia.com
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Holly Allen Mobile: (918) 446-2200
Billing Contact: Holly Allen Phone: (918) 446-2200
Billing Address: 707 West 51st
Tulsa OK 74107

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 12/15/2018 Time: 8am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot for Staging

Event Start: Date: 12/15/2018 Time: 9am
Street Closure for Event Start: Date: 12/15/2018 Time: 9am
Street(s) to be Closed for Event Start: Police Escort - See Route Map
Run, Walk, Parade Start Time: 9am
Daily Event Hours: NA

Event End: Date: 12/15/2018 Time: 10am
Street Reopens after Event End: Date: 12/15/2018 Time: 10am

Event Teardown: Date: Time:
Street Reopens after Event Teardown: Date: Time:

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: 0 Provider and Phone: NA
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: TPD Officer Ron Neal
918-586-6067
rneal@cityoftulsa.org

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

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

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

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

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

Parking Type: Parking not available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Jim Glover Auto Family - US Marines

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:

Equipment Pickup: Date: Time:

Other information: Police Escort - No complete road closure - Opposite direction of traffic allowed.

Cruise begins at Target at 101st & Memorial and concludes at Jim Glover Chevrolet on the River at 707 West 51st St.

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:

Finish Time:

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

NA

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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: NA

Number of Trash Receptacles: 1

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: Police Escort - No complete road closure - Opposite direction of traffic allowed.

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: 10.24.2018 Date routed: 11.27.2018 Date for review: 12.05.2018

Special Events Committee Recommendation: 11.07.2018 Yes No

Date routed to Mayor: 11.29.2018 Mayor's Recommendation: _____ Yes No

Date routed to Council: 11.29.2018 City Council Approval: _____ Yes No

Date Permit Issued: _____ Comments: Form revised and outstanding fees 11.27.2018.

