



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Mission Ignition Date(s) of Event: 03/02/2019  
Location Address: 403 S CINCINNATI AVE E Council District(s): 4  
Event Description: Day of Mission education for elementary children  
**Event Category:** Festival/Celebration  
**Event Includes:** Generator/Electricity, Public Right of Way, No Parking Signage, Street Closure  
Anticipated Attendance: Total: 700 Per Day: 700  
Anticipated Participants: Total: 700 Per Day: 700  
Number of Events for Monthly Event: NA

### Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: FIRST BAPTIST CHURCH Website: www.tulsafbc.org  
TULSA  
Chief Officer of Host Organization: Debbie Thompson  
Email and Phone: dthompson@tulsafbc.org 918-594-5023  
Applicant Name: Debbie Thompson  
Email and Phone: kedmonson@tulsafbc.org 918-594-5028  
Professional Event Organizer: NA  
Email and Phone:  
On-site Contact: Debbie Thompson Mobile: 918-691-8900  
Billing Contact: First Baptist Church Phone: 918-594-5028  
Billing Address: 403 S Cincinnati AVE  
Tulsa OK 74103

### ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 03/02/2019 Time: 7:30 am  
Street Closure for Event Setup: Date: 03/02/2019 Time: 7:30 am  
Street(s) to be Closed for Event Setup: 4th Street between Cincinnati Ave and Detroit Ave

**Event Start:** Date: 03/02/2019 Time: 9:00 am  
Street Closure for Event Start: Date: 03/02/2019 Time: 7:30 am  
Street(s) to be Closed for Event Start: 4th Street between Cincinnati Ave and Detroit Ave  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 9 am - 3 pm

**Event End:** Date: 03/02/2019 Time: 3 pm  
Street Reopens after Event End: Date: 03/02/2019 Time: 4 pm

**Event Teardown:** Date: 03/02/2019 Time: 3:30 pm  
Street Reopens after Event Teardown: Date: 03/02/2019 Time: 4 pm

### ***Secondary Permits Required***

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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: 3 Provider and Phone: Sunshine Party Groups 918-269-8163  
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**

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Security and/or Police: Contact, Email and Phone: Security 918-271-3493

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

Traffic Control Barricade Company: Contact, Email and Phone: Road Safe Traffic Systems  
918-425-4550  
bholder@roadsafetraffic.com

Equipment Setup: Date: 03/02/2019 Time: 7:30 am Equipment Pickup: Date: 03/02/2019 Time: 4 pm

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

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

Parking Type: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): First Baptist Church of Tulsa and Baptist General Convention of Oklahoma

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: NA

### **Entertainment and Related Activities**

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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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Trash containers will be supplied and put in on site church dumpster

Number of Trash Receptacles: 4

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: On site American Waste equipment

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: Annual event. Adjacent to church property

### **Avidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 01.16.2019      Date routed: 01.23.2019      Date for review: 01.30.2019

Special Events Committee Recommendation: 01.23.2019      ☒ Yes ☐ No

Date routed to Mayor: 01.24.2019      Mayor's Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

Date routed to Council: 01.24.2019      City Council Approval: \_\_\_\_\_ ☐ Yes ☐ No

Date Permit Issued: \_\_\_\_\_      Comments: Form and map revised 01.23.2019

SW Corner 2nd St

SE Corner 2nd St

TULSA PERFORMING  
ARTS CENTER



3rd Street

3rd Street

Boston Avenue

Detroit Avenue

Cincinnati Avenue

Alley

Alley

Both Corners E of Boston  
Both Sides E of Alley  
Both Corners E of Main  
Both Corners E of Boulder

Parking  
Garage

KC Auto  
Hotel



4th Street

Boston Avenue

Detroit Avenue

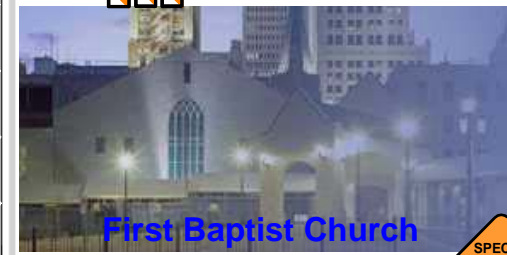
Cincinnati Avenue

Alley

Alley

Both Corners E of Boston  
Both Sides E of Alley  
Both Corners E of Main  
Both Corners E of Boulder

Parking  
Garage



First Baptist Church

Both Corners of Detroit

5th Street

5th Street



Date: March 2, 2019 Project: Mission Ignition

Comments:

Road Closure | 7:30 a.m. to 4 p.m. Saturday  
Event Hours | 9 a.m. to 3 p.m. Saturday  
Parking Lanes not Shown | Drawing not to Scale