



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Spring Kick-Off Party

Date(s) of Event: 3/23/2019

Location Address: 4848 S PEORIA AVE E

Council District(s): 9

Event Description: Open House Event

Event Category: Miscellaneous

Event Includes: Live Entertainment, Private Property

Anticipated Attendance: Total: 1000

Per Day: 1000

Anticipated Participants: Total: 1000

Per Day: 1000

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Myers-Duren Harley-Davidson Website: www.tulsaharley.com

Chief Officer of Host Organization: James McClanahan

Email and Phone: james@tulsaharley.com 918-743-4440

Applicant Name: James McClanahan

Email and Phone: james@tulsaharley.com 918-743-4440

Professional Event Organizer: NA

Email and Phone:

On-site Contact: James McClanahan Mobile: 918-743-4440

Billing Contact: Myers-Duren Harley-Davidson Phone: 918-743-4440

Billing Address: 4848 S Peoria
Tulsa OK 74105

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 03/23/2019 Time: 8:30 AM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot

Event Start: Date: 03/23/2019 Time: 11:00 AM
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA - Parking Lot
Run, Walk, Parade Start Time: NA
Daily Event Hours: Free Food & Free Drinks and Live Music from 12-4pm

Event End: Date: 03/23/2019 Time: 4:00 PM
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 03/23/2019 Time: 4:30 PM
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 1
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: TBD Provider and Phone: TBD
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: COBRA Executive Protection 918-695-4471

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: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Myers-Duren Harley-Davidson

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

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Usual Suspect/Classic Rock

Sound Amplification: Yes

Start Time: 12:00 PM

Finish Time: 4:00 PM

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

TBD

Sound checks conducted prior to the event: Yes

Start Time: 11:30 AM Finish Time: 11:40 AM

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: Cleanup Crew On-Site / Several Trash Receptacles Placed Around Building & North Dumpster

Number of Trash Receptacles: 12

Number of Dumpsters: 1

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: No Street Closures

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: 02.28.2019 Date routed: 03.05.2019 Date for review: 03.13.2019

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 and map attached 03.05.2019.

