



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Kendall Whittier Art Festival Date(s) of Event: April 12-13, 2019  
Location Address: 2326 E ADMIRAL BLVD S Council District(s): 4  
Event Description: A street festival with local artists selling their creations, plus food trucks, live music, and kids' activities.  
**Event Category:** Festival/Celebration  
**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Private Property, Street Closure  
Anticipated Attendance: Total: 4000 Per Day: 2000  
Anticipated Participants: Total: 72 Per Day: 72  
Number of Events for Monthly Event: No

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

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Host Organization: Kendall Whittier Main Street Website: http://visitkendallwhittier.com/artfestival/  
Chief Officer of Host Organization: Ed Sharrer  
Email and Phone: historickwms@gmail.com 918-633-1934  
Applicant Name: Ed Sharrer  
Email and Phone: historickwms@gmail.com 918-633-1934  
Professional Event Organizer: NA  
Email and Phone:  
On-site Contact: Ed Sharrer Mobile: 918-633-1934  
Billing Contact: Kendall Whittier Main Street Phone: 918-633-1934  
Billing Address: 2216 E Admiral BLVD  
Tulsa OK 74110

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

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**Event Setup:** Date: 04/12/2019 Time: 7:00am  
Street Closure for Event Setup: Date: 04/12/2019 Time: 7:00am  
Street(s) to be Closed for Event Setup: Admiral Blvd between Zunis Avenue and approx 300' east of Lewis Avenue.  
**Event Start:** Date: 04/12/2019 Time: 4:00pm  
Street Closure for Event Start: Date: 04/12/2019 Time: 7:00am  
Street(s) to be Closed for Event Start: Admiral Blvd between Zunis Avenue and approx 300' east of Lewis Avenue.  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: Friday, April 12, 4:00 - 9:00 pm  
Saturday, April 13, 11:00 am - 9:00 pm  
**Event End:** Date: 04/13/2019 Time: 9:00pm  
Street Reopens after Event End: Date: 04/13/2019 Time: Midnight  
**Event Teardown:** Date: 04/13/2019 Time: 9:00pm  
Street Reopens after Event Teardown: Date: 04/13/2019 Time: Midnight

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: High point beer sales  
Number of Food Vendors: 8  
Number of Food Trucks: 6  
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas  
Number of Item Vendors: 72 Number of Service Vendors: 0  
Number of Tents/Canopies: 72 (10 x 10) Provider and Phone: Party Pro Rentals  
918-637-7155  
Number of Inflatables: 2 Provider and Phone: Jumpin Jiminy  
918-TBD,  
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: Tim O'Keefe  
918-697-8348

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

Traffic Control Barricade Company: Contact, Email and Phone: RoadSafe Traffic Systems (RSTS)  
918-425-4550  
We will rent barricades from RSTS but set them  
up ourselves

Equipment Setup: Date: 04/12/2019 Time: 7:00am Equipment Pickup: Date: 04/13/2019 Time: Midnight

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

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: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): Fowler Automotive, Ascension St. John Health System

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: At Your Service  
918-271-0568

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 04/12/2019 Time: 8:00am

Equipment Pickup: Date: 04/15/2019 Time: 12:00pm

Other information: NA

## **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 10

Performer/Band name and music type: Variety of music types

Sound Amplification: Yes

Start Time: 4:00pm

Finish Time: 9:00pm

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

Portable PA system with small stage lights

Sound start: Friday 4:00pm; Saturday 11:00am

Sound end: Friday 9:00pm; Saturday 9:00pm

Sound checks conducted prior to the event: Yes

Start Time: 3:00pm

Finish Time: 4:00pm

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:

Banners hung on parking lot wall

## **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: Volunteers will empty trash cans throughout the event and toss bagged trash in private dumpster

Number of Trash Receptacles: 8

Number of Dumpsters: 1

Number of Recycling Containers: 8

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Businesses, Business Association

## **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: 02/03/2019      Date routed: 03/21/2019      Date for review: 03/27/2019

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 and TCP revised 03/20/2019.







72 ARTISTS

