

City of Tulsa Special Event Permit Application

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Summary of Even	nt		
Event Title:		Date of Eve	nt:
			rict:
Event Description:		(Submit Flyer or	Brochure in Electronic Format)
Event Sponsors:			
Anticipated Attenda	nce (participants, staff, vende	ors, crowd, etc.): Total:	Per Day:
Event Organizer	Information		
Organizing Agency:		Web Address:	
Agency Contact:		Email Address:	
On-Site Contact:		On-Site Phone:	
Billing Contact:		Billing Phone:	
Billing Address:	Street		
Agency Status: Prof	it Non-Profit Fun	draiser? / What cause:	State Zip
Site Plan and Ro			
Event Set-up:	Date:	Day of Week:	Time:
Street Closing for Se	et-up, Stages, Tents, etc.:	Date:	Time:
Street(s) to be Close	d:		
		(Submit a Site N	(1 Ap in CAD/Electronic Format)
Event Opens:	Date:	Day of Week:	Time:
Street Closing for R	ace, Parade, Festival, etc.:	Date:	Time:
Street(s) to be Close	d:		
		(Submit Route N	/Iap in CAD/Electronic Format)
Race, Parade, or Esc	ort Start Times:		
Daily Festival or Str	eet Party Times:		
Event Closes:	Date:	Day of Week:	Time:
Street Opening:	Date:	Day of Week:	Time:
Event Dismantle:	Date:	Day of Week:	Time:
Street Opening:	Date:	Day of Week:	Time:

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Secondar	y Permit Red	auirements
Secontati		

Yes No Is this an Open Air Event?	Public Property	Private Property	Parking Lot
Yes No Alcohol or Beer On-Site?	Alcohol Sales	Beer Sales	Free Beverages
Yes No Concessionaires On-Site?	Number of Food Ve	ndors: Number	of Item Vendors:
Yes No Food Preparation On-Site?	Charcoal	Electric	Gas
Yes No Tents or Stages On-Site?	If yes, what sizes:		
Yes No Other Structures On-Site?		1:	
Yes No Using a City or River Park?	Name and location:		
Security, Medical, Traffic, and Park			
Yes No Security or Police On-Site?	Agency and Phone:		
If yes, please describe or provide an attacht			
Yes No Medical First Aid On-Site?	Agency and Phone:		
If yes, please describe or provide an attach	ment of your plan:		
Yes No Using Barricade Company?	Agency and Phone:		
If yes, the Barricade Co. providing equipme	nt for the street closure	must submit the plan in	CAD/Electronic Format.
Equipment Setup: Date: Tim	e: Equipmer	nt Pickup: Date:	Time:
Yes No Is there Parking Available?	If yes, please describ	be or provide an attachr	nent of your plan:
Yes No Is there Disabled Parking?	If yes, please describ	be or provide an attachr	nent of your plan:
Yes No Using a Shuttle Service?	If yes, please describ	be or provide an attachr	nent of your plan:
Other Related Activities and Informa	ition		
Yes No Entertainment On-Site?	Live Music	Recorded Music	Dancing
Fireworks Inflatables	Animals	Other (specify):	
Yes No Sound Amplification?		~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	T ¹ 1 T ¹
	Setup Time:	Start Time:	Finish Time:
Yes No Certificate of Insurance?			Finish Time:
Yes No Certificate of Insurance? If yes, submit certificate. If no, please expla	Agency and Phone:		
	Agency and Phone:		
If yes, submit certificate. If no, please expla	Agency and Phone:		

Please describe your plan for cleanup and removal of waste and garbage during and after your event:

INTITUDEL OF FLASH RECEDIACIE	Number of I	Jumpstora:	Number of Dee	valing Containara
				veling Containers:
Yes No Using a Sanit				
Equipment Setup: Date:				
Yes No Have you pre	-	-		
If yes, please attach a compl	lete list of these entities.	If no, please explai	n:	
Yes No Do you have	a sample of the notice th	nat you propose to d	istribute two we	eks prior to your event?
If yes, please attach in an ele	ectronic format. If no, p	lease explain:		
Yes No Other Inform	ation?			
Affidavit of Applicant				
Tulsa Police officers and public sa control, and security. The Organiz including, but not limited to, Curfe application approval does not imp I certify that the information conta read, understand, and agree to abid of the Organizing Agency, am also fees that may be incurred by or on	w Ordinance, City/County Pr by City sponsorship. Review ained in the foregoing applica by the rules and regulations o authorized to commit that a	ibility to be aware of a ublic Health Regulation the instructions for fur tion is true and correct s governing the propose igency, and therefore as	nd comply with Cit s, and Police/Park P ther information in to the best of my kn d Special Event. I fur gree to be financially	y Ordinances and Regulations ublic Safety Requirements. An reference to Special Events. owledge and belief that I have ther certify that I, on the behalf responsible for any costs and
fees that may be incurred by or on	behalf of the Event to the Ci	ty of Tulsa and Police I	Department. Any on	issions will delay the process.
Print Name: Mail to: Special Event Co Or Email to: <u>sbain@city</u>	Signat oordinating Committed <u>oftulsa.org</u> . Your electi	ture: e, 175 East 2nd Stre ronic submission v	eet, Suite 590, Tu vill serve as you	Date: Ilsa, Oklahoma 74103 r electronic signature.
Print Name: Mail to: Special Event Co Or Email to: <u>sbain@cityo</u> For City of	Signat oordinating Committer oftulsa.org. Your electr f Tulsa Special Ever	ture: e, 175 East 2nd Stre ronic submission v nt Coordinating	eet, Suite 590, Tu vill serve as you Committee U	Date: Ilsa, Oklahoma 74103 r electronic signature. Jse Only
Print Name: Mail to: Special Event Co Or Email to: <u>sbain@city</u>	Signat oordinating Committee oftulsa.org. Your electr f Tulsa Special Ever Date routed: roblems with this application, . If any problems are resolve e objection should be submitted	ture: e, 175 East 2nd Stre ronic submission v nt Coordinating , contact the event organ d or not resolved by the ed to Special Event Coo	eet, Suite 590, Tu vill serve as you Committee U Date for revie at time, a copy of the ordinating Committee	Date: Ilsa, Oklahoma 74103 r electronic signature. Jse Only w: problems and solutions before is application and brief memo is 175 East 2nd Street. Ste 590
Print Name: Mail to: Special Event Co Or Email to: sbain@citve For City of Date received: If any agency feels there are any pr this date: stating the solution or reason for the OK 74103. For further information	Signat oordinating Committee oftulsa.org. Your electr f Tulsa Special Ever Date routed: Date routed: roblems with this application, . If any problems are resolve e objection should be submitte on or discussion, contact the C	ture: e, 175 East 2nd Stre ronic submission v nt Coordinating , contact the event organ d or not resolved by the ed to:Special Event Coo City of Tulsa Office of	eet, Suite 590, To vill serve as you Committee U Date for revie dat time, a copy of the ordinating Committee Special Events at 91	Date: Ilsa, Oklahoma 74103 r electronic signature. Jse Only w: problems and solutions before is application and brief memo is 175 East 2nd Street. Ste 590
Print Name: Mail to: Special Event Co Or Email to: sbain@citve For City of Date received: If any agency feels there are any pr this date: stating the solution or reason for the OK 74103. For further informatio Special Event Coordinating	Signat oordinating Committee oftulsa.org. Your electron f Tulsa Special Even Date routed: Date routed: roblems with this application, . If any problems are resolved e objection should be submittee on or discussion, contact the C Committee Recommend	ture: e, 175 East 2nd Stre ronic submission v nt Coordinating , contact the event organ d or not resolved by the ed to:Special Event Coo City of Tulsa Office of a dation: Pending	eet, Suite 590, To vill serve as you Committee U Date for revie dizer and discuss the at time, a copy of the ordinating Committe Special Events at 91	Date: Ilsa, Oklahoma 74103 r electronic signature. Jse Only w: problems and solutions before is application and brief memo ee,175 East 2nd Street, Ste 590 8.576.5636. Fax 918.699.3602
Print Name: Mail to: Special Event Co Or Email to: <u>sbain@citve</u> For City of Date received: If any agency feels there are any pr this date: stating the solution or reason for the	Signat oordinating Committee oftulsa.org. Your electron f Tulsa Special Even Date routed: Toblems with this application, If any problems are resolve e objection should be submittee on or discussion, contact the C Committee Recommend Mayor	ture: e, 175 East 2nd Stre ronic submission v nt Coordinating , contact the event organ d or not resolved by the ed to:Special Event Coo City of Tulsa Office of S dation: Pending 's Recommendation	eet, Suite 590, Tu vill serve as you Committee U Date for revie dat time, a copy of the ordinating Committe Special Events at 91 Yes No Yes No	Date: Ilsa, Oklahoma 74103 r electronic signature. Jse Only w: problems and solutions before is application and brief memo e,175 East 2nd Street, Ste 590 8.576.5636. Fax 918.699.3602

