



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Kendall Whittier Main Street Car Show

Date(s) of Event: June 1, 2024

Location Address: Start: 5 S Lewis Ave
End: 2444 E Admiral Blvd

Council District(s): 4

Event Description: We will have Classic Cars Set up in the Kendall Whittier Square Parking Lot and also line up on the closed Admiral & Lewis intersection down to San Miguel School corner at 2444 Admiral Blvd. This will happen as soon as the Tulsa Farmers Market is over. We will take their exact space after they close

Event Category: Festival/Celebration

Event Includes: Tent/Canopy, Public Right of Way, Live Entertainment, Food Sales, Merchandise Sales, Private Property, Street Closure

Anticipated Attendance: Total: 700

Per Day: 700

Anticipated Participants: Total: 50

Per Day: 50

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Kendall Whittier Main Street Website: http://visitkendallwhittier.com/

Chief Officer of Host Organization: Jessica Jackson

Email and Phone: jessica@visitkendallwhittier.com 918-633-1934

Applicant Name: Jessica Jackson

Email and Phone: jessica@visitkendallwhittier.com 918-633-1934

Professional Event Organizer:

Email and Phone:

On-site Contact: Jessica Jackson Mobile: 918-633-1934

Billing Contact: Kendall Whittier Main Street Phone: 918-633-1934

Billing Address: 2205 Admiral Blvd.
Tulsa, OK 74110

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 06/01/2024 Time: 11:30 am
Street Closure for Event Setup: Date: 06/01/2024 Time: 11:30 am
Street(s) to be Closed for Event Setup: Admiral Blvd from Lewis Ave to Atlanta Ave
Street and Whittier Parking lot will be filled wit Classic Cars.
Same Exact Site Map and location of the Tulsa Farmers Market.

Event Start: Date: 06/01/2024 Time: 1:00 pm
Street Closure for Event Start: Date: 06/01/2024 Time: 11:30 am
Street(s) to be Closed for Event Start: Admiral Blvd from Lewis Ave to Atlanta Ave
Run, Walk, Parade Start Time: NA
Daily Event Hours: 1:00 pm - 5:00 pm

Event End: Date: 06/01/2024 Time: 5:00 pm
Street Reopens after Event End: Date: 06/01/2024 Time: 5:30 pm

Event Teardown: Date: 06/01/2024 Time: 5:00 pm
Street Reopens after Event Teardown: Date: 06/01/2024 Time: 5:30 pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 3
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 0 Number of Service Vendors: 6
Number & Sizes of Tents: 10 Tents Provider and Phone: Classic Car Owner Provided, if needed.
10x10 Kendall Whittier will NOT supply any tents.
Number of Inflatables: No 0 Provider and Phone: NA
Number of Amusement Rides: No 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: Yes Contact, Email and Phone: TU Security Officer - Working on who is available - TBD

Medical and/or First Aid Services: No Contact, Email and Phone: NA

Traffic Control Barricade Company: No Contact, Email and Phone: Using the Barricades from Farmers Market. Please see letter from Kris Hutto with the Farmers' Market.

Equipment Setup: Date: 06/01/2024 Time: 11:30 am Equipment Pickup: Date: 06/01/2024 Time: 5:00 pm

Crowd Management Fencing Company: No Contact, Email and Phone: NA

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

Parking Type: Street, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Fowler Automotive
American Heritage Bank

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: No 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 Event Information: Kendall Whittier Square Parking lot for Classic Cars to set up and Admiral Blvd. Street and Parking lot will be filled with Classic Cars.

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 3

Performer/Band name and music type: Hispanic Heritage Music and Country Music

Sound Amplification: Yes

Start Time: Noon

Finish Time: 4:00 pm

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

Microphones and small speakers

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

Banner promoting event in English and Spanish

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Kendall Whittier Main Street and Kendall Whittier Improvement District will use their employees and volunteers to clean area.

Number of Trash Receptacles: 6

Number of Dumpsters: 1

Number of Recycling Containers: 4

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Businesses, KWMS Businesses

Majority of Business along E. Admiral and Lewis have been spoken to about the car show. If this is a success, we may have another at a later time.

If not presented, please explain:

NA

Affidavit 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: 05/14/2024 Date routed: 05/15/2024 Date for review: 05/22/2024

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: SEC meeting 05/15/2024. Mayor agenda
05/22/2024. City Council agenda 05/22/2024. No City Council agenda 05/29/2024. TCP revised
05/15/2024.



Ziegler Art & Frame

She Brews
Coffee House

E Admiral Blvd

Kendall Whittier Car Show 2024

E Admiral Blvd

Circle Cinema

S Lewis Ave

S Atlanta Ave

Kendall-Whittier
Library

St Francis Church

E 1st St

E 1st St



Date: June 1, 2024 **Project:** Kendall Whittier Main Street Car Show

Comments:
 Road Closure: 11:30 a.m. - 5:30 p.m.
 Event Hours: 1 - 5 p.m.
 Parking Lanes not Shown | Drawing not to Scale
 COT assumes no liability for accuracy or validity



