



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Hello Summer Party

Date(s) of Event: June 9, 2024

Location Address: Start: 7700 S. Lewis Ave
End: 7700 S. Lewis Ave

Council District(s): 2

Event Description: Summer Party for families in park - featuring food trucks, mechanical rides & inflatables with other free entertainment for families.

Event Category: Carnival

Event Includes: Amplified Sound, Private Park, Food Sales, Private Property

Anticipated Attendance: Total: 700

Per Day: 700

Anticipated Participants: Total: 0

Per Day: 0

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Victory Church

Website: https://victory.com/

Chief Officer of Host Organization: Adrian Livingston

Email and Phone: alivingston@victory.com 918-491-7700

Applicant Name: Adrian Livingston

Email and Phone: alivingston@victory.com 918-491-7700

Professional Event Organizer:

Email and Phone:

On-site Contact: Drew Bontrager

Mobile: 918-271-3131

Billing Contact: Victory Church

Phone: 918-491-7700

Billing Address: 7700 S LEWIS AVE E
Tulsa, OK 74136

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 06/09/2024 Time: 8:00am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 06/09/2024 Time: 1:00pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA
Run, Walk, Parade Start Time: NA
Daily Event Hours: 1:00pm - 4:00pm

Event End: Date: 06/09/2024 Time: 4:00pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 06/09/2024 Time: 4:00pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 4
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 4 - 10x10 Provider and Phone: VCC Owned
tents (canopy style, small)
Number of Inflatables: Yes 5 Provider and Phone: Jumpin Jiminy (918) 291-5867
Number of Amusement Rides: Yes 4 Provider and Phone: Jumpin Jiminy (918) 291-5867
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: Victory Church Security (918) 798-5265

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

Traffic Control Barricade Company: No Contact, Email and Phone: NA

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

Crowd Management Fencing Company: No 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): Victory Church

Park: Yes Name of Park and Location: Victory Park (Victory Church property), 7700 S. Lewis Ave

Drone: No

Portable Toilets: Yes Provider and Phone: On Call Tulsa (918) 397-7787

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 06/07/2024 Time: 10am

Equipment Pickup: Date: 06/10/2024 Time: 10am

Other Event Information: See Map

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 1:00pm

Finish Time: 4:00pm

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

2 small speakers and music playlist

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: No Describe:

NA

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Clean up done by on site team

Number of Trash Receptacles: 8

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Places of Worship

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: 05/29/2024 Date routed: 06/04/2024 Date for review: 06/06/2024

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 06/06/2024.



Activity Overview

- 4 food trucks
- 5 water inflatables
- 4 mechanical rides
- Giant Slip & Slide
- Bubble Show
- Music

Set Up Needs:

- 25 round tables with 8 chairs each
- In volunteer area: 3 rectangle tables in U shape with 5 chairs
- In security area: 1 rectangle table with 2 chairs

Accommodations:

- Seating Areas
- COOLING FANS
- Porta Pottys
- Handwashing Stations
- Waters/Coolers at Entrance (free)

Banners:



Hand Washing Stations:



Flags:



Fencing:

