



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Love Mission Day Date(s) of Event: July 13, 2024
Location Address: Start: 1616 N GILCREASE MUSEUM RD Council District(s): 1
End: 1616 N GILCREASE MUSEUM RD
Event Description: Parking on private property front grass field for Love Mission Day. 7/13/24 from 9am - 5pm.
Volunteers will be serving and getting to know clients on our campus.

Event Category: Miscellaneous

Event Includes: Private Park, Public Right of Way, Private Property

Anticipated Attendance: Total: 30 Per Day: 30

Anticipated Participants: Total: 0 Per Day: 0

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Circle of Care, Inc. Website: https://circleofcare.org/

Chief Officer of Host Organization: Daniel Moore

Email and Phone: daniel.moore@circleofcare.org 918-575-1620

Applicant Name: Alexis Tincher

Email and Phone: alexis.tincher@circleofcare.org 918-583-9506

Professional Event Organizer:

Email and Phone:

On-site Contact: Nikki Dillenbeck Mobile: 918-927-9862

Billing Contact: Circle Of Care, Inc. Phone: 918-583-9506

Billing Address: 1616 N GILCREASE MUSEUM RD W
Tulsa, OK 74127

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 07/13/2024 Time: 8 am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking on Grass/Field
Event Start: Date: 07/13/2024 Time: 9 am
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA - Parking on Grass/Field
Run, Walk, Parade Start Time: NA
Daily Event Hours: 9 am - 5 pm
Event End: Date: 07/13/2024 Time: 5 pm
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 07/13/2024 Time: 5 pm
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: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 0 Provider and Phone: NA
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: No Contact, Email and Phone: NA

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: Unpaved Lot, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Circle of Care, Inc.

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: See Map

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: No

Start Time:

Finish Time:

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

NA

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: We will have a large roll off dumpster and 2 smaller dumpsters on either the north or south end of the property

Number of Trash Receptacles: 0

Number of Dumpsters: 3

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

If not presented, please explain:

No Road Closure

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: 07/11/2024 Date routed: 07/11/2024 Date for review: 07/12/2024

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 07/24/2024

N 24th W Ave

N 24th W Pl



N Gilcrease Museum Rd

N Gilcrease Museum Rd

N Gilcrease Museum Rd

