



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: 5th Annual Step Up To The Grill On Greenwood Grill Date(s) of Event: Sept. 2, 2024

Location Address: Start: 901 N Greenwood
End: 901 N Greenwood

Council District(s): 1

Event Description: Grill Master Cook-off car and bike show. Competitor cook-off

Event Category: Miscellaneous

Event Includes: Private Park, Live Entertainment, Merchandise Sales

Anticipated Attendance: Total: 2500

Per Day: 2500

Anticipated Participants: Total: 2500

Per Day:

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Step Up Now Foundation Inc.

Website: https://stepupnowfoundation.com/

Chief Officer of Host Organization: Tarina Foster

Email and Phone: stepupnowfoundation23@gmail.com 918-406-3943

Applicant Name: Tarina Foster

Email and Phone: stepupnowfoundation23@gmail.com 918-406-3943

Professional Event Organizer:

Email and Phone:

On-site Contact: Tarina Foster

Mobile: 918-406-3943

Billing Contact: Step Up Now Foundation Inc.

Phone: 918-406-3943

Billing Address: 1233 N Cedar ST
OWASSO, OK 74055

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/02/2024 Time: 8:00 AM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot

Event Start: Date: 09/02/2024 Time: 11:00 AM
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA - Parking Lot
Run, Walk, Parade Start Time: NA
Daily Event Hours: 11:00 AM - 7:00 PM

Event End: Date: 09/02/2024 Time: 7:00 PM
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 09/02/2024 Time: 7:00 PM
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 21
Number of Food Trucks: 0
Food Cooked on-site: Yes Fuel(s) to be used: Charcoal
Number of Item Vendors: 10 Number of Service Vendors: 0
Number & Sizes of Tents: 2 10X10 Tents Provider and Phone: Owned by applicant
- Pop up
gazebos

Number of Inflatables: Yes 2 Provider and Phone: Junbugs Jumpin Jupiters, Alvin Martin-
Registered with the City of Tulsa,
918-704-7978

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: CV3 Security, Frank Banks, 918-261-6710

Medical and/or First Aid Services: Yes Contact, Email and Phone: Registered RN, Tiara Foster, 918-851-5246
City of Tulsa Fire Department, Noon - 2 PM on
site for children to tour the fire truck.

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: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

- Event Sponsor(s): 1. C and C
2. Hasty Bake
3. Jenks Beauty College
4. Lowe's
5. Real Green Dispensary
6. True Health Cannabis
7. Rubicon
8. Oklahoma Style Barbecue
9. 3 Leaf's Dispensary
10. 25 Eight Safety
11. Wanda J's Next Generation
12. Junebug's Jumpin' Jupiter's
13. Marshall Brewing Company
14. Reasor's
15. Sam's Club
16. Black Wallstreet Corvette Club
17. Shalee's Home Daycare
18. Texas Tires

Park: Yes Name of Park and Location: B.S. Roberts Park, 901 N Greenwood Ave

Drone: No

Portable Toilets: Yes Provider and Phone: Porta John of Tulsa, 918-836-8657

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

Equipment Setup: Date: 09/01/2024 Time: 10:00 AM

Equipment Pickup: Date: 09/03/2024 Time: 10:00 AM

Other Event Information: See Attachment(s)

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: DJ

Sound Amplification: Yes

Start Time: 11:00 AM

Finish Time: 7:00 PM

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

DJ System

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:

TBD

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Crew will participate

Number of Trash Receptacles: 20

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: TBD

Presented Event Concept to:

Schools

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: 08/27/2024 Date routed: 08/29/2024 Date for review: Email Review

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 09/04/2024.

On-site map created 08/29/2024.



Langston University, Tulsa

BS Roberts Park

2 - 10X10 Tents

AARP Calisthenics and Workout Area

21 - Food Vendors

STAGE

10 - Item Vendors



P Lot B

P Lot A

Osage Prairie South Trailhead

South Kansas & Oklahoma Railroad Yard

OSU Tulsa Wellness Center

OSU Tulsa Conference Center

Ellis Walker Woods Memorial

Google