



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: Welcoming Week Family Festival

Date(s) of Event: Sept. 21, 2024

Location Address: Start: 8145 East 17th Street  
End: 8145 East 17th Street

Council District(s): 5

Event Description: Celebrating our immigrant community during Welcoming Week in Tulsa. YWCA Tulsa will be holding a Welcoming Week Family Festival event for our local residents, and Immigration and Refugee community. We will have activities for children, art project, community support booths (i.e. banks, La Cosecha Food Distribution). Bringing together neighbors of all backgrounds to build strong connections and affirm the importance of welcoming and inclusive places in achieving collective prosperity.

**Event Category:** Festival/Celebration

**Event Includes:** Generator/Electricity, Food Sales, Merchandise Sales, Private Property, NA

Anticipated Attendance: Total: 500

Per Day: 500

Anticipated Participants: Total: 500

Per Day: 500

Number of Events for Monthly Event: No

### **Host Organization, Applicant and Professional Event Organizer Information**

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Host Organization: YWCA Tulsa

Website: <https://www.ywcatulsa.org/>

Chief Officer of Host Organization: Julie Davis

Email and Phone: 918-858-2346

Applicant Name: Wendy Bishop

Email and Phone: wbishop@ywcatulsa.org 707-980-2923

Professional Event Organizer:

Email and Phone:

On-site Contact: Wendy Bishop

Mobile: 707-980-2923

Billing Contact: YWCA Tulsa

Phone:

Billing Address: 1910 S Lewis AVE  
Tulsa, OK 74104

## ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 09/21/2024 Time: 8:00 am  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: NA

**Event Start:** Date: 09/21/2024 Time: 10:00 am  
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: 10:00 am - 1:00 pm

**Event End:** Date: 09/21/2024 Time: 1:00 pm  
Street Reopens after Event End: Date: Time:

**Event Teardown:** Date: 09/21/2024 Time: 1:00 pm  
Street Reopens after Event Teardown: Date: Time:

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 2  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 1 Number of Service Vendors: 0  
Number & Sizes of Tents: 0 Provider and Phone: NA  
Number of Inflatables: Yes 4 Provider and Phone: Freedom Fun USA/Tulsa, Guy, 918-804-2828  
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: In His Service, Chris Martin, chrismartin1@cox.net, 918-230-2830

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: Street, 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): YWCA Tulsa, George Kaiser Family Foundation, Tulsa Teachers Credit Union, Tinker Federal Credit Union, Simmons Bank, BAMA

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service, 918-272-0568

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

Equipment Setup: Date: 09/20/2024 Time: 10:00 am

Equipment Pickup: Date: 09/23/2024 Time: 10:00 am

Other Event Information: See Attachment(s). Our activities include: Story time with the library, Art projects, produce giveaway, FREE ice cream cones from Misty Softee for the kiddos, playground, information booths, and bounce houses. We will have some "Food Hosts" handing out non-perishable snacks to families. We will have a total of six security guards, two for the front small parking lot and four for the back parking area.

**Entertainment and Related Activities**

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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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will have our area cleaned up by 3pm the day of the event.

Number of Trash Receptacles: 3

Number of Dumpsters: 1

Number of Recycling Containers: 3

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents

If not presented, please explain:

NA

**Affidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 07/23/2024      Date routed: 08/29/2024      Date for review: 09/04/2024

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 09/04/2024

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E 16th St

### YWCA Tulsa Welcome Week Event

Saturday, September 21, 2024

10:00 am—1:00 pm

YWCA Tulsa East Community Center

8145 E. 17th St, Tulsa, OK 74112

8:00: Vendors may start setting up.

9:30: Vendors should be in place with all vehicles out of the area.

1:00: Event ends.

Wendy's Cell: 707-980-2923

THANK YOU FOR PARTICIPATING!!!

S 85th E Ave

eliminating racism  
empowering women  
**ywca**

- Generator
- Electricity

Memorial Dr

E 17th St

EXIT Handicap parking

ENTRANCE Handicap parking

Discovery Lab

Drive Food Trucks  
Closed during event

La Cosecha  
Food Distribution

Drive Vendors  
Closed during event

Drive through for parking  
Entrance

