



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Jelly Roll Street Party

Date(s) of Event: 10/18/2024

Location Address: Start: 300 S Denver Ave  
End: 300 S Frisco Ave

Council District(s): 1, 4

Event Description: Street party before the Jelly Roll concert featuring live artists, food trucks, and local vendors.

**Event Category:** Street/Block Party

**Event Includes:** Amplified Sound, Tent/Canopy, Beer/Alcohol Sales, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, No Parking Signage, Street Closure

Anticipated Attendance: Total: 1000

Per Day: 1000

Anticipated Participants: Total: 1000

Per Day: 1000

Number of Events for Monthly Event: No

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

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Host Organization: BOK Center - OVG Tulsa

Website: www.bokcenter.com

Chief Officer of Host Organization: Keller Taylor

Email and Phone: keller.taylor@oakviewgroup.com 970-518-5131

Applicant Name: Victoria Pittman

Email and Phone: victoria.pittman@oakviewgroup.com 918-404-0104

Professional Event Organizer:

Email and Phone:

On-site Contact: Victoria Pittman

Mobile: 918-404-0104

Billing Contact: OVG 360 - BOK Center

Phone: 918-404-0104

Billing Address: 200 S DENVER AVE W  
Tulsa, OK 74103

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

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**Event Setup:** Date: 10/17/2024 Time: 8AM  
Street Closure for Event Setup: Date: 10/16/2024 Time: 5PM  
Street(s) to be Closed for Event Setup: 3rd Street between Denver Ave and Frisco Ave  
**Event Start:** Date: 10/18/2024 Time: 5PM  
Street Closure for Event Start: Date: 10/16/2024 Time: 5PM  
Street(s) to be Closed for Event Start: 3rd Street between Denver Ave and Frisco Ave  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 5 - 10PM  
**Event End:** Date: 10/18/2024 Time: 10PM  
Street Reopens after Event End: Date: 10/21/2024 Time: 8AM  
**Event Teardown:** Date: 10/19/2024 Time: 8AM  
Street Reopens after Event Teardown: Date: 10/21/2024 Time: 8AM

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Wine Sales, Alcohol (Spirits) Sales, Beer Sales  
Number of Food Vendors: 4  
Number of Food Trucks: 4  
Food Cooked on-site: Yes Fuel(s) to be used: Charcoal, Gas  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number & Sizes of Tents: 3 - 20x20 Provider and Phone: Party Perfect, 918-258-7368  
Number of Inflatables: Yes 1 Provider and Phone: Jumpin' Jiminy, 918-445-4679  
Number of Amusement Rides: No 0 Provider and Phone: NA  
Use of fireworks, rockets, lasers, or other pyrotechnics: No  
Provider and Phone: N/A

## **Security, Medical, Traffic Control, Crowd Management and Parking Plans**

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Security and/or Police: Yes Contact, Email and Phone: BOK Center to provide security

Medical and/or First Aid Services: Yes Contact, Email and Phone: EMSA will be onsite for concert

Traffic Control Barricade Company: No Contact, Email and Phone: BOK Center owns TCP equipment

Equipment Setup: Date: 10/16/2024 Time: 5PM Equipment Pickup: Date: 10/21/2024 Time: 8AM

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

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

Parking Type: Parking Garage, Street, ADA parking available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

## **Sponsor and Other Event Information**

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Event Sponsor(s): BOK Center

Park: No Name of Park and Location: N/A

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: 10/18/2024 Time: 8AM

Equipment Pickup: Date: 10/21/2024 Time: 8AM

Other Event Information: See Attachments

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 2

Performer/Band name and music type: Live artists and DJ

Sound Amplification: Yes

Start Time: 1PM

Finish Time: 8PM

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

Speakers

Sound checks conducted prior to the event: Yes

Start Time: 1PM

Finish Time: 2PM

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

N/A

Use of any signs, banners, decorations, or special lighting used at event: No Describe:

N/A

**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: BOK Center will send cleaning crew to pickup

Number of Trash Receptacles: 5

Number of Dumpsters: 1

Number of Recycling Containers: 3

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

BOK Center Website

If not presented, please explain:

N/A

**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: 08/09/2024    Date routed: 09/20/2024    Date for review: 09/25/2024

Special Events Committee Recommendation: \_\_\_\_\_    Yes  No  \_\_\_\_\_

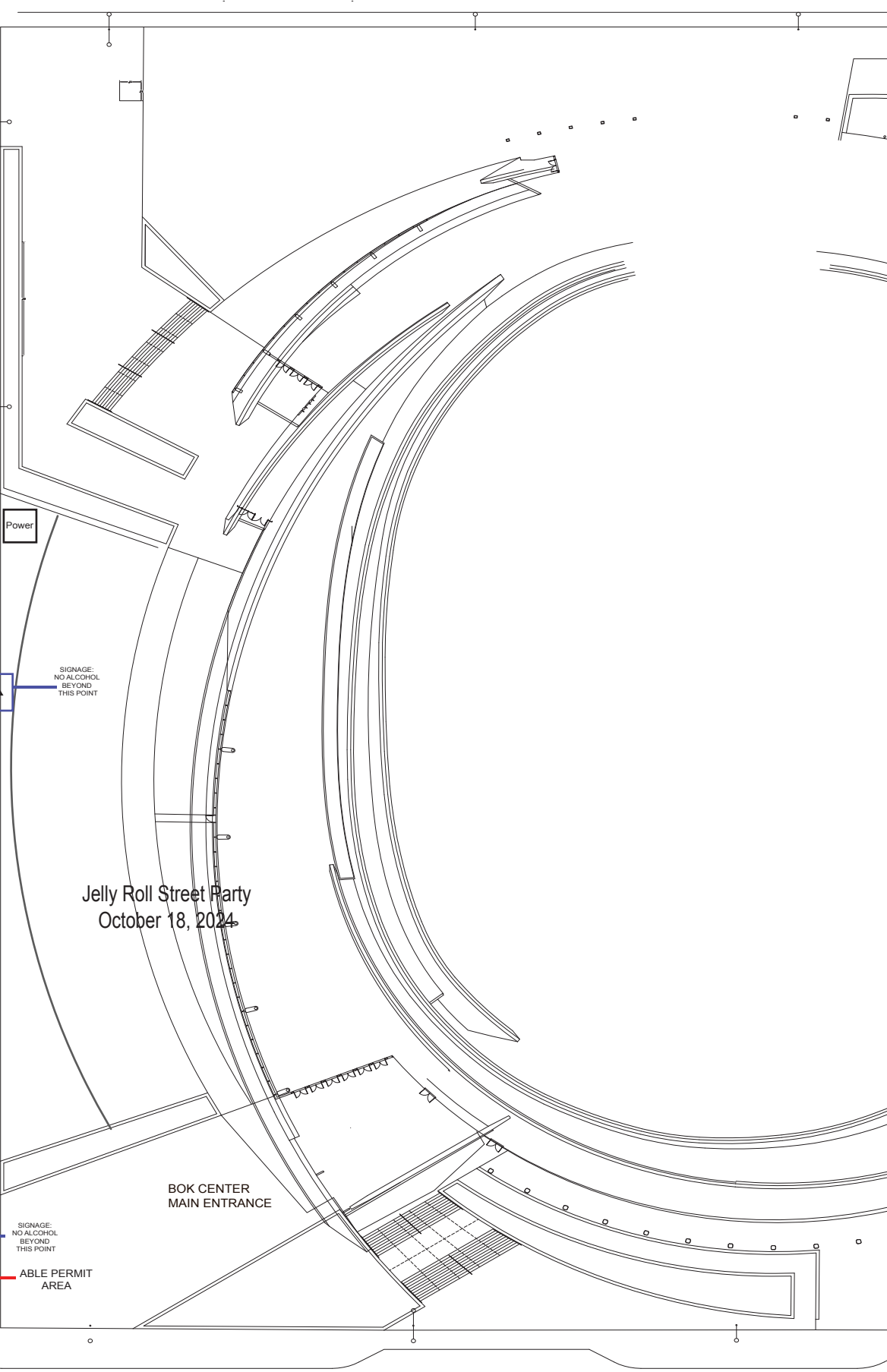
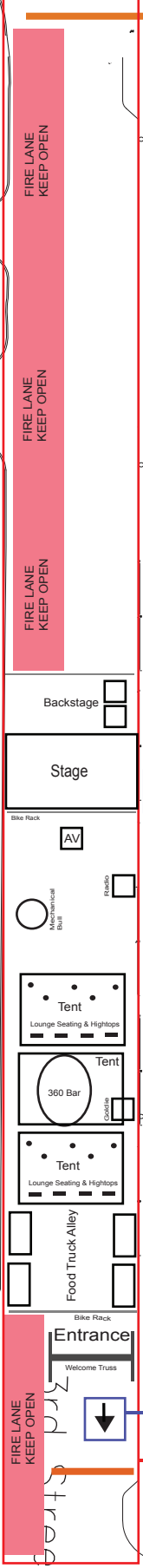
Date routed to Mayor: \_\_\_\_\_    Mayor's Recommendation: Yes  No  \_\_\_\_\_

Date routed to Council: \_\_\_\_\_    City Council Approval: Yes  No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_    Comments: SEC meeting 10/02/2024. Mayor agenda  
09/25/2024. City Council agenda 09/25/2024.

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South Frisco Avenue

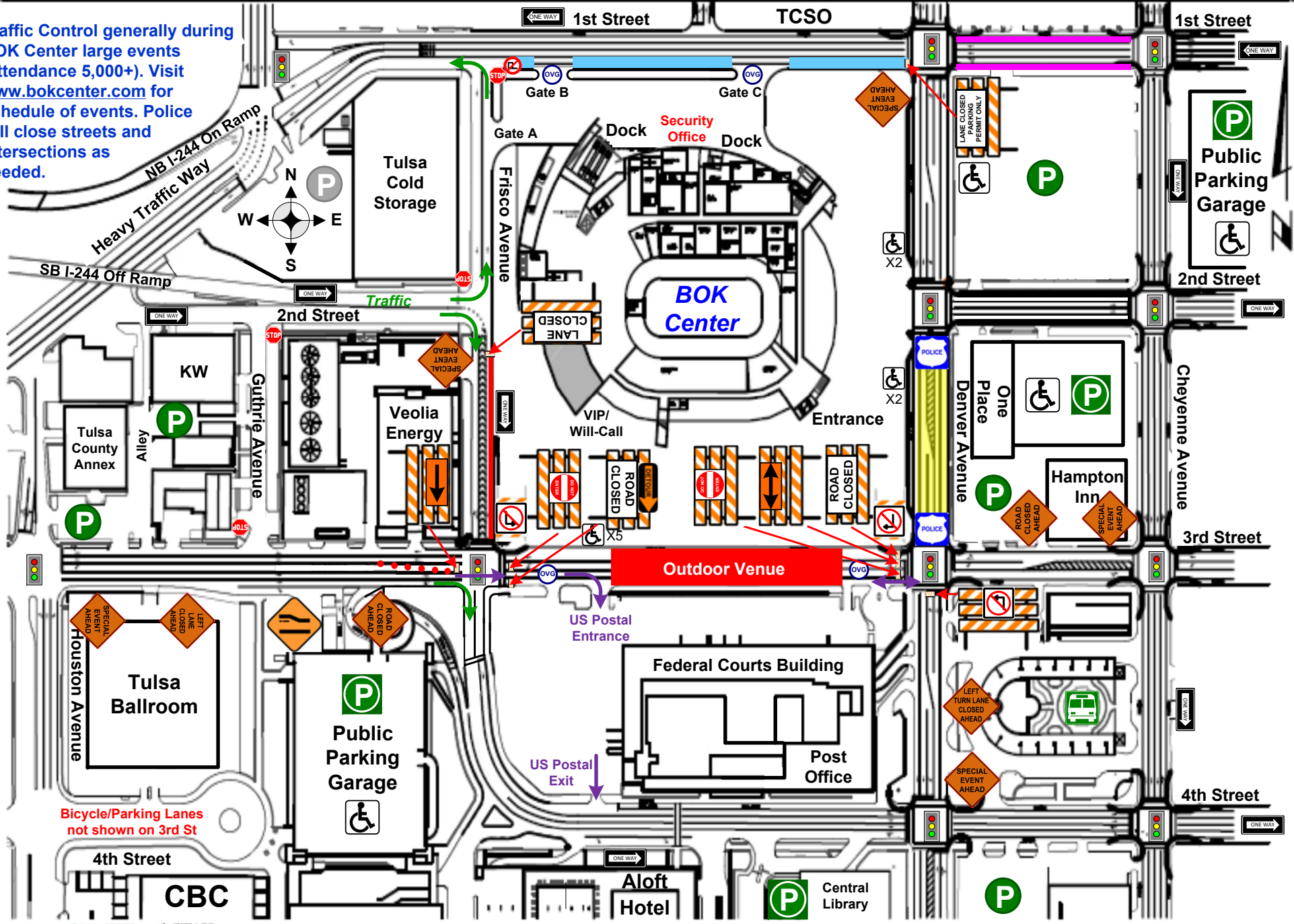







Jelly Roll Street Party  
October 18, 2024

BOK CENTER  
MAIN ENTRANCE

South Denver Avenue

Traffic Control generally during BOK Center large events (attendance 5,000+). Visit [www.bokcenter.com](http://www.bokcenter.com) for schedule of events. Police will close streets and intersections as needed.



-  BOK Center Security
-  Parking Permit Only
-  Road Closure before the Event Starts and after the Event Ends when 3<sup>rd</sup> Street is Closed for venue.
-  Rideshare Lane Closure by Police
-  Outdoor Venue Road Closure
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