



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: Fam Fest

Date(s) of Event: October 27, 2024

Location Address: Start: 7700 South Lewis Avenue  
End: 7700 South Lewis Avenue

Council District(s): 2

Event Description: Family event with inflatables, music, and food.

**Event Category:** Carnival

**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Private Park, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 400

Per Day: 400

Anticipated Participants: Total: 0

Per Day: 0

Number of Events for Monthly Event: No

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

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Host Organization: Victory Church

Website: https://victory.com/

Chief Officer of Host Organization: Drew Bontrager

Email and Phone: dbontrager@victory.com 918-271-3131

Applicant Name: Brooklyn Nelson

Email and Phone: bnelson@victory.com 918-884-5501

Professional Event Organizer:

Email and Phone:

On-site Contact: Brooklyn Nelson

Mobile: 918-884-5501

Billing Contact: Brooklyn Nelson

Phone: 918-884-5501

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

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

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**Event Setup:** Date: 10/27/2024 Time: 10:00 AM  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: N/A - Open Field

**Event Start:** Date: 10/27/2024 Time: 1:00 PM  
Street Closure for Event Start: Date: Time:  
Street(s) to be Closed for Event Start: N/A - Open Field  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 1:00-4:00 PM

**Event End:** Date: 10/27/2024 Time: 4:00 PM  
Street Reopens after Event End: Date: Time:

**Event Teardown:** Date: 10/27/2024 Time: 4:30 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: 4  
Number of Food Trucks: 4  
Food Cooked on-site: Yes Fuel(s) to be used: Gas  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number & Sizes of Tents: 3 small canopies Provider and Phone: Victory Church, 918-884-5501  
Number of Inflatables: Yes 12 Provider and Phone: Jumpin Jiminy, Inc. 918-291-5867  
Number of Amusement Rides: Yes 4 Provider and Phone: Jumpin Jiminy, Inc. 918-291-5867  
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: Victory Security, 918-798-5265

Medical and/or First Aid Services: Yes Contact, Email and Phone: Victory Security, 918-798-5265

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parking Type: Paved Lot

Transportation Service: No service

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

## **Sponsor and Other Event Information**

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Event Sponsor(s): No Sponsor

Park: Yes Name of Park and Location: Victory Park - 7700 S Lewis Ave Tuls

Drone: No

Portable Toilets: Yes Provider and Phone: Port A John, 918-830-2268

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

Equipment Setup: Date: 10/25/2024 Time: 3:00PM

Equipment Pickup: Date: 10/28/2024 Time: 10:00Am

Other Event Information: See Attachment

**Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 1:00

Finish Time: 4:00

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

Speakers playing music

Sound checks conducted prior to the event: No

Start Time: N/A

Finish Time: N/A

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: Yes Describe:

Signs and decorations

**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: Leads over areas will gather their teams and begin to clean up and tear down their assigned areas.

Number of Trash Receptacles: 8

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Places of Worship

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: 10/08/2024      Date routed: 10/15/2024      Date for review: 10/16/2024

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 10/16/2024.

Application fees to be paid 10/15/2024.

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