



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Christmas Toy Giveaway 2024Date(s) of Event: Dec. 14, 2024Location Address: Start: 200 W 46TH Street North  
End: 200 W 46TH Street NorthCouncil District(s): 1Event Description: Requesting street closure permit on W 46TH Street N for the Christmas Giveaway at the Tulsa Dream Center. See flyer attached.**Event Category:** Street, Lane, or Sidewalk Closure**Event Includes:** Public Right of Way, Lane Closure, Sidewalk Closure, Street Closure, N/AAnticipated Attendance: Total: 3000Per Day: 3000Anticipated Participants: Total: 3000Per Day: 3000

Number of Events for Monthly Event: No

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

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Host Organization: Tulsa Dream CenterWebsite: www.tulsadreamcenter.orgChief Officer of Host Organization: Tim NewtonEmail and Phone: tnewton@tulsadreamcenter.org 918-430-0099Applicant Name: Emily BookerEmail and Phone: info@tulsadreamcenter.org 918-430-9984

Professional Event Organizer:

Email and Phone:

On-site Contact: Emily BookerMobile: 918-691-9140Billing Contact: Tulsa Dream CenterPhone: 918-430-9984Billing Address: 200 W 46TH ST N  
Tulsa, OK 74106

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

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**Event Setup:** Date: 12/14/2024 Time: 6:00AM  
Street Closure for Event Setup: Date: 12/14/2024 Time: 7:00AM  
Street(s) to be Closed for Event Setup: Westbound lanes of W 46th St N from MLK Jr Blvd to Cheyenne Ave  
**Event Start:** Date: 12/14/2024 Time: 10:00AM  
Street Closure for Event Start: Date: 12/14/2024 Time: 7:00AM  
Street(s) to be Closed for Event Start: Traffic Control Plan Map  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 10AM- 1PM  
**Event End:** Date: 12/14/2024 Time: 1:00PM  
Street Reopens after Event End: Date: 12/14/2024 Time: 1:30PM  
**Event Teardown:** Date: 12/14/2024 Time: 1:30PM  
Street Reopens after Event Teardown: Date: 12/14/2024 Time: 2:00PM

## ***Secondary Permits Required***

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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: N/A  
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: N/A

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

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Security and/or Police: Yes Contact, Email and Phone: Event Security Renee Winston (918) 607-9189. TPD GID Traffic Unit (918) 591-4100

Medical and/or First Aid Services: No Contact, Email and Phone: N/A

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

Equipment Setup: Date: \_\_\_\_\_ Time: N/A Equipment Pickup: Date: \_\_\_\_\_ Time: N/A

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

Equipment Setup: Date: \_\_\_\_\_ Time: N/A Equipment Pickup: Date: \_\_\_\_\_ Time: N/A

Parking Type: Parking not 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): N/A

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

Drone: No

Portable Toilets: No Provider and Phone: N/A

Total Number of Portable Toilets: 0 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: \_\_\_\_\_ Time: N/A

Equipment Pickup: Date: \_\_\_\_\_ Time: N/A

Other Event Information: See Attachment

Advance warning barricades and police units for the adjacent neighborhood and traffic control vehicles will queue.

1. Eastbound lane 46th St N Osage Dr to Cheyenne Ave
2. Southbound lane of Osage Dr from 46th St N to 56th St N
3. Westbound lane of 56th St N from Osage DR to MLK Jr Blvd
4. Northbound lane of MLK Jr Blvd from 56th St N to 46th St N

**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: No

Start Time: N/A

Finish Time: N/A

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

N/A

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: 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: N/A

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents

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: 08/19/2024    Date routed: 11/19/2024    Date for review: 11/20/2024

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

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

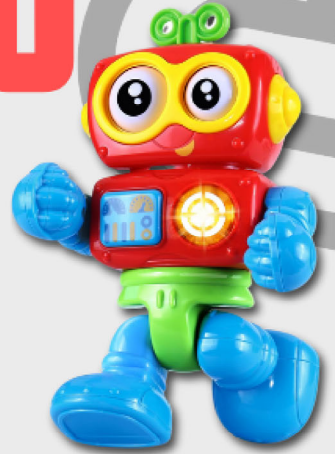
Date routed to Council: \_\_\_\_\_    City Council Approval: Yes  No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_    Comments: SEC meeting 11/20/2024. Mayor agenda  
12/04/2024. City Council 12/04/2024. Partial application fee pending.

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**DRIVE THRU**

# CHRISTMAS **TOY** GIVEAWAY



*receive toys and gifts  
for the holidays!*



**DECEMBER 14**

**10 AM**

**GIFTS WILL BE GIVEN FOR  
CHILDREN AGES 0-18.**

**\*KIDS MUST BE PRESENT TO  
RECEIVE A GIFT.\***

**200 W 46th ST, N Tulsa, OK | 918-430-9984**

