



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: High Park AttendanceDate(s) of Event: February 1 - 28, 2025Location Address: Start: 2950 S John Williams Way
End: 2950 S John Williams WayCouncil District(s): 4

Event Description: At times, Gathering Place's attendance is expected to exceed the main parking lot capacity and impact traffic into and out of the park, as well as, on Riverside Drive by the Gathering Place. Will use either TPD or Gathering Place Security (using a Special Event Ahead sign & Left Turn Lane Closed Ahead sign at the prescribed distances along with 36-inch double collared traffic cones and a No Left Turn sign in the left turn lane).

Event Category: Street, Lane, or Sidewalk Closure**Event Includes:** Public Right of Way, Lane ClosureAnticipated Attendance: Total: 100000Per Day: 12000Anticipated Participants: Total: 100000Per Day: 12000Number of Events for Monthly Event: Yes - Varies

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Gathering Place - GGP Parks Website: <https://www.gatheringplace.org/>Chief Officer of Host Organization: Julio BadinEmail and Phone: jbadin@gatheringplace.org 714-585-0858Applicant Name: Julie FriedelEmail and Phone: jfriedel@gatheringplace.org 918-647-6241

Professional Event Organizer:

Email and Phone:

On-site Contact: Julie FriedelMobile: 918-600-8516Billing Contact: Gathering PlacePhone: 918-647-6241Billing Address: 2650 S JOHN WILLIAMS WAY E
Tulsa, OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 02/01/2025 Time: 8:00 am
Street Closure for Event Setup: Date: 02/01/2025 Time: 8:00 am
Street(s) to be Closed for Event Setup: Southbound left turn lane at the intersection of Riverside Drive and South John Williams Way as needed.

Event Start: Date: 02/01/2025 Time: 8:00 am
Street Closure for Event Start: Date: 02/01/2025 Time: 8:00 am
Street(s) to be Closed for Event Start: Southbound left turn lane at the intersection of Riverside Drive and South John Williams Way as needed

Run, Walk, Parade Start Time: N/A
Daily Event Hours: 08:00am until 9:00pm

Event End: Date: 02/28/2025 Time: 9:00 pm
Street Reopens after Event End: Date: 02/28/2025 Time: 9:00 pm

Event Teardown: Date: 02/28/2025 Time: 9:00 pm
Street Reopens after Event Teardown: Date: 02/28/2025 Time: 9:00 pm

Secondary Permits Required

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

Security and/or Police: Yes Contact, Email and Phone: Security: Julie Friedel, jfriedel@gatheringplace.org, 918-600-8516. Police: Jack Hoehner, jhoehner@cityoftulsa.org, 918-527-0025

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: _____ 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

Event Sponsor(s): Gathering Place, Tulsa

Park: Yes Name of Park and Location: Gathering Place, 2950 S John Williams Way

Drone: No

Portable Toilets: No Provider and Phone: NA

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

Equipment Setup: Date: _____ Time: _____

Equipment Pickup: Date: _____ Time: _____

Other Event Information: See Attachment

Entertainment and Related Activities

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

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: oCleanup and Removal will be done by Gathering Place

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:

If not presented, please explain:

N/A

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: 01/03/2025 Date routed: 01/03/2025 Date for review: 01/15/2025

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 01/08/2025.

Turn lane closure
during lot
intermittant
closures



SB Riverside Drive

NB Riverside Dr

John Williams Way E

Gathering Place

