



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Spring Fest Date(s) of Event: Sunday, April 27, 2025

Location Address: Start: 7700 S Lewis Ave Council District(s): 2
End: 7700 S Lewis Ave

Event Description: A family event for Victory church and surrounding community.

Event Category: Carnival

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

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

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

Event Setup: Date: 04/27/2025 Time: 8am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A - Park

Event Start: Date: 04/27/2025 Time: 1pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: N/A - Park
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 1 - 4pm

Event End: Date: 04/27/2025 Time: 4pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 04/27/2025 Time: 5pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

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: Electric
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 0 Provider and Phone: N/A
Number of Inflatables: Yes 11 Provider and Phone: Jumpin Jiminy, 918-291-5867
Number of Amusement Rides: Yes 2 Provider and Phone: Jumpin Jiminy, 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

Security and/or Police: Yes Contact, Email and Phone: Drew Bontrager, 918-271-3131

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

Event Sponsor(s): N/A

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

Drone: No

Portable Toilets: Yes Provider and Phone: Porta John of Tulsa, Robert Allan, 918-830-2268

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

Equipment Setup: Date: 04/25/2025 Time:

Equipment Pickup: Date: 04/28/2025 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: Yes

Start Time: 12:00

Finish Time: 4:00

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

Speakers

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

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Victory employees will help take down signs, tear down tables and chairs, and load up equipment in Victory truck. Vendors will be responsible for their parked area to clean up and leave the site at 4:00.

Number of Trash Receptacles: 10

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

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

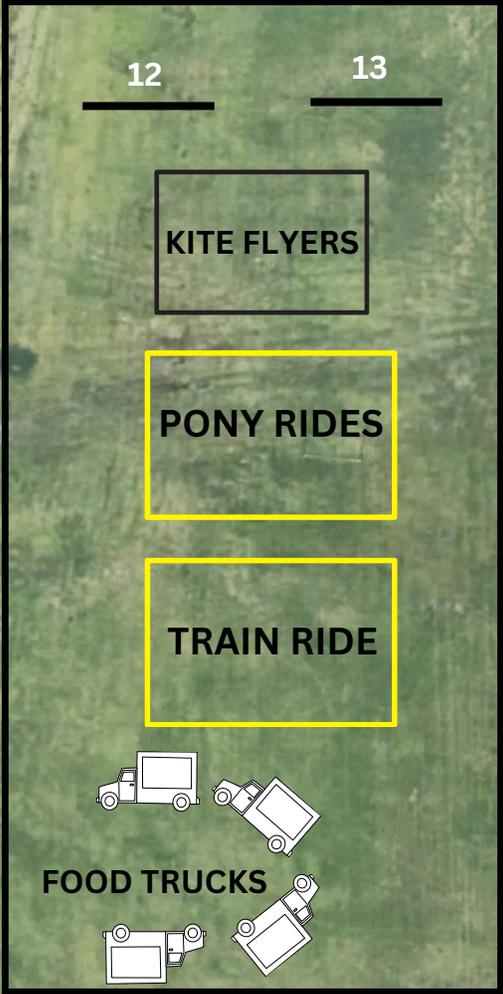
Date received: 03/11/2025 Date routed: 04/14/2025 Date for review: 04/16/2025

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 04/16/2025. COI received
04/03/2025. Inflatable inspection reports expired 12/31/2024.



Volunteer Tent

BOX TRUCK

VY TENT

SECURITY TENT

SEATING AREA

HAY RIDE

