



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: Trunk or Treat 2024Date(s) of Event: October 26, 2024Location Address: Start: 1200 S Boulder Ave  
End: 1200 S Main StCouncil District(s): 4Event Description: Community Annual Trunk or Treat Event.**Event Category:** Street, Lane, or Sidewalk Closure**Event Includes:** Public Right of Way, Food Sales, Private Property, Street ClosureAnticipated Attendance: Total: 2000Per Day: 2000Anticipated Participants: Total: 2000Per Day: 2000

Number of Events for Monthly Event: No

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

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Host Organization: FMC Tulsa <https://tulsafmc.org/> Website: <https://tulsafmc.org/>Chief Officer of Host Organization: Chris TabbererEmail and Phone: 918-252-1679Applicant Name: Sarah JohnsonEmail and Phone: sarahjohnson@fumctulsa.org 918-605-3398

Professional Event Organizer:

Email and Phone:

On-site Contact: Sarah JohnsonMobile: 918-605-3398Billing Contact: FMC TulsaPhone: 918-605-3398Billing Address: 1115 S Boulder AVE W  
Tulsa, OK 74119

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

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**Event Setup:** Date: 10/26/2024 Time: 3pm  
Street Closure for Event Setup: Date: 10/26/2024 Time: 3pm  
Street(s) to be Closed for Event Setup: 12th St between Boulder Ave and Main St  
**Event Start:** Date: 10/26/2024 Time: 4pm  
Street Closure for Event Start: Date: 10/26/2024 Time: 3pm  
Street(s) to be Closed for Event Start: See TCP Map  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 4pm-6pm  
**Event End:** Date: 10/26/2024 Time: 6pm  
Street Reopens after Event End: Date: 10/26/2024 Time: 6:30pm  
**Event Teardown:** Date: 10/26/2024 Time: 6pm  
Street Reopens after Event Teardown: Date: 10/26/2024 Time: 6:30pm

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 1  
Number of Food Trucks: 1  
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: FMC Tulsa Security Office (918) 592-3862

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

Traffic Control Barricade Company: Yes Contact, Email and Phone: Advanced Workzone Services (918) 682-9393

Equipment Setup: Date: 10/26/2024 Time: 3pm Equipment Pickup: Date: 10/27/2024 Time: 10am

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): 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:

Equipment Pickup: Date: Time:

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: 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: All clean up will be managed by FMC security and maintenance teams

Number of Trash Receptacles: 12

Number of Dumpsters: 2

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: 09/24/2024    Date routed: 10/10/2024    Date for review: 10/16/2024

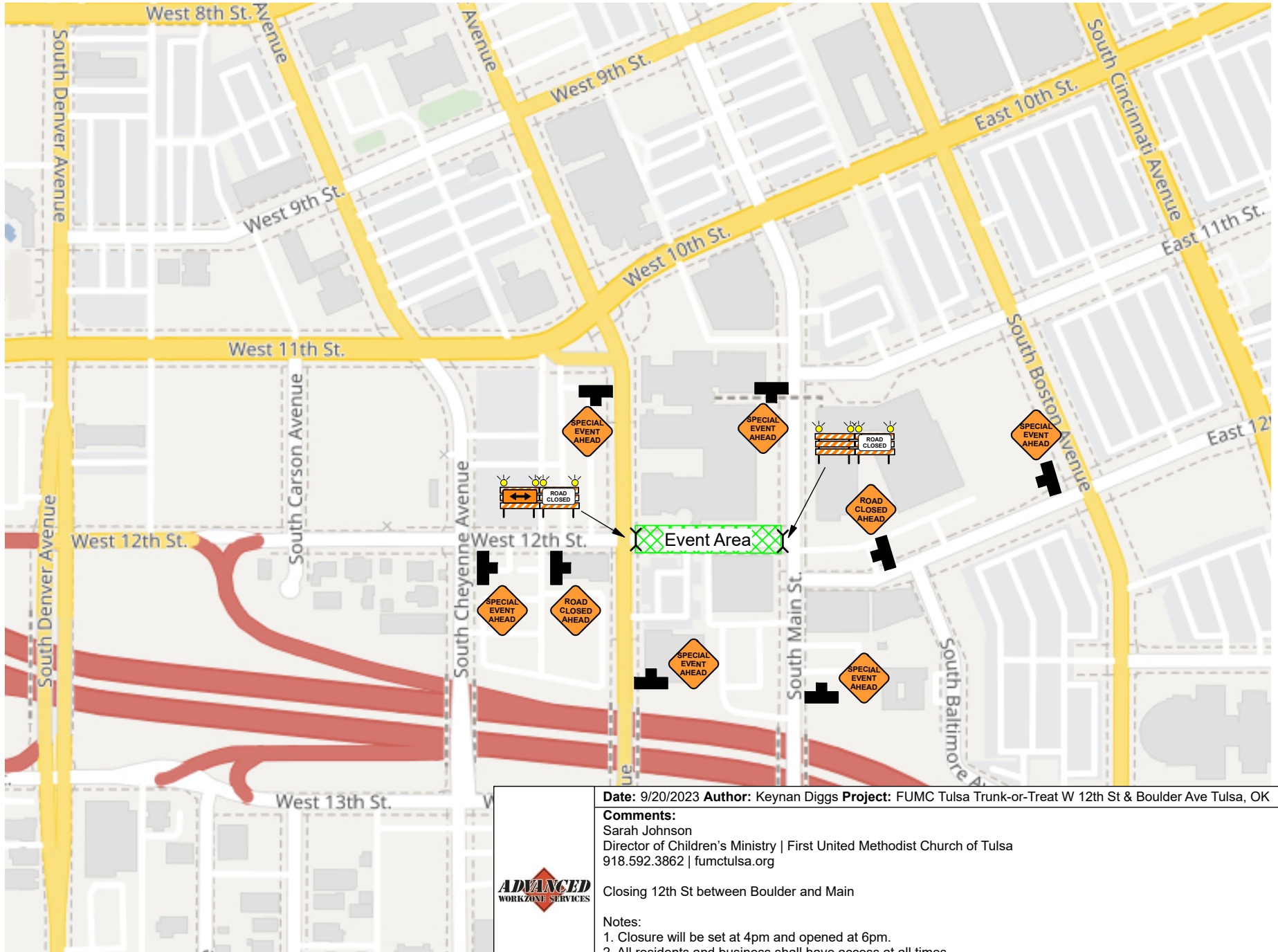
Special Events Committee Recommendation: \_\_\_\_\_    Yes  No  \_\_\_\_\_

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. Mayor agenda  
10/16/2024. City Council agenda 10/16/2024.

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**Date:** 9/20/2023 **Author:** Keynan Diggs **Project:** FUMC Tulsa Trunk-or-Treat W 12th St & Boulder Ave Tulsa, OK

**Comments:**

Sarah Johnson  
Director of Children's Ministry | First United Methodist Church of Tulsa  
918.592.3862 | fumctulsa.org

Closing 12th St between Boulder and Main

**Notes:**

- 1. Closure will be set at 4pm and opened at 6pm.
- 2. All residents and business shall have access at all times.
- 3. NOT TO SCALE

