



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Trunk or TreatDate(s) of Event: October 31, 2024Location Address: Start: 9100 S Yale Ave  
End: 9100 S Sheridan RdCouncil District(s): 8

Event Description: Fellowship Bible Church is hosting a Trunk or Treat event on Oct 31st. We have done this annually for many years. It includes handing candy out from about 30 parked vehicles, and hayrides being given during the event. We have put together a plan with members/neighbors that worked well last year, and are asking for the same this year.

The event attendance has exploded in the last 3 years, causing traffic flow issues along 91st, and into the neighborhoods between Yale Ave and Sheridan Rd. We have put together a plan with members/neighbors that worked well last year, and are asking for the same this year. Changes to further help traffic issues:

Event Category: Festival/CelebrationEvent Includes: Amplified Sound, Public Right of Way, No Parking Signage, Private Property, Road Closed - Residents - Only signageAnticipated Attendance: Total: 4000Per Day: 4000Anticipated Participants: Total: 4000Per Day: 4000Number of Events for Monthly Event: No

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

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Host Organization: Fellowship Bible ChurchWebsite: https://www.fbctulsa.org/Chief Officer of Host Organization: Wesley RhodesEmail and Phone: wrhodes@fbctulsa.org 918-481-1445Applicant Name: Wesley RhodesEmail and Phone: wrhodes@fbctulsa.org 918-481-1445

Professional Event Organizer:

Email and Phone:

On-site Contact: Wesley RhodesMobile: 260-687-7105Billing Contact: Fellowship Bible ChurchPhone: 918-481-1445Billing Address: 5434 E 91ST ST S  
Tulsa, OK 74137

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

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**Event Setup:** Date: 10/31/2024 Time: 4:00pm  
Street Closure for Event Setup: Date: 10/31/2024 Time: 4:00pm  
Street(s) to be Closed for Event Setup: NA - Road Closed - Residents - Only  
**Event Start:** Date: 10/31/2024 Time: 6:00pm  
Street Closure for Event Start: Date: 10/31/2024 Time: 4:00pm  
Street(s) to be Closed for Event Start: NA - Road Closed - Residents - Only  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 6:00 - 8:00pm  
**Event End:** Date: 10/31/2024 Time: 8:00pm  
Street Reopens after Event End: Date: 10/31/2024 Time: 9:00pm  
**Event Teardown:** Date: 10/31/2024 Time: 9:00pm  
Street Reopens after Event Teardown: Date: 10/31/2024 Time: 9:00pm

## ***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: Standard 6x6 tailgate tent Provider and Phone: Church Owned  
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: NA

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

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Security and/or Police: Yes Contact, Email and Phone: Steve Ellis, 10-8 Services (918) 527-6285

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

Traffic Control Barricade Company: Yes Contact, Email and Phone: Direct Traffic Control (918) 836-6285

Equipment Setup: Date: 10/31/2024 Time: 4:00PM Equipment Pickup: Date: 11/01/2024 Time: 8:00am

Crowd Management Fencing Company: No Contact, Email and Phone: NA

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

Parking Type: Unpaved Lot, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): NA

Park: No Name of Park and Location: NA

Drone: Yes

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 Attachments

**Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 4:00pm

Finish Time: 8:30pm

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

Outdoor speakers for music

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

Large Letters along our property

**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: Church volunteers will cleanup grounds after event concludes at 8:00pm. All garbage will be deposited in trash cans. Cans will be loaded into dumpster.

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents, Neighborhood Assn, Places of Worship, We will ask the nearby HOA's if they would like to have a "Road Closed - Residents - Only" sign in the front of their subdivisions.

If not presented, please explain:

NA

**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: 09/04/2024      Date routed: 10/11/2024      Date for review: 10/16/2024

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

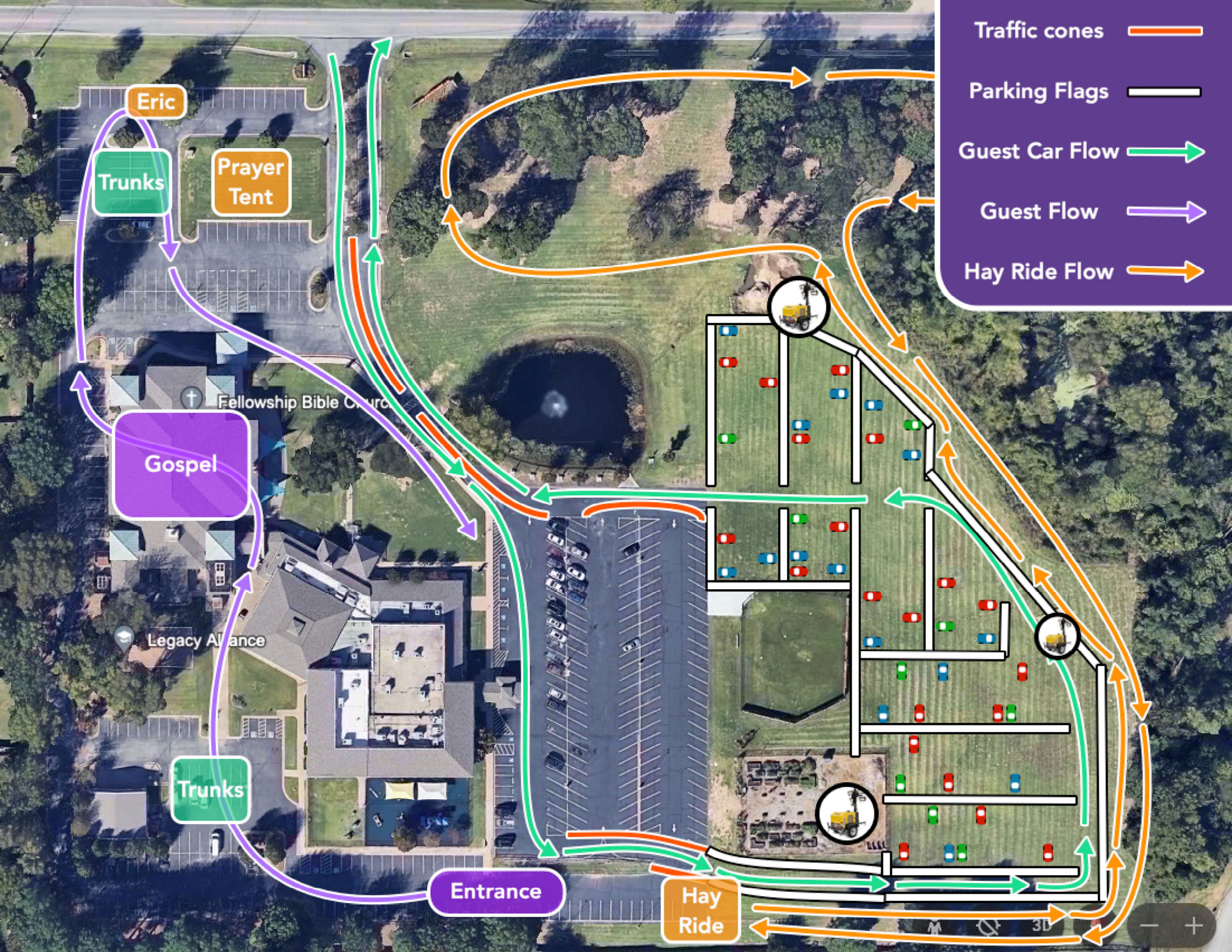
Date routed to Mayor: \_\_\_\_\_      Mayor's Recommendation: Yes  No  \_\_\_\_\_






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

Date Permit Issued: \_\_\_\_\_      Comments: SEC meeting 10/16/2024.

Application Fees complete 09/26/2024. TCP map updated 10/10/2024.

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- Traffic cones 
- Parking Flags 
- Guest Car Flow 
- Guest Flow 
- Hay Ride Flow 

Eric

Trunks

Prayer Tent

Gospel

Legacy Alliance

Trunks

Entrance

Hay Ride

Fellowship Bible Church

