



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Community Pumpkin Patch

Date(s) of Event: October 19, 2024

Location Address: Start: 1 S Lewis Ave
End: 1 S Lewis Ave

Council District(s): 4

Event Description: Community Pumpkin Patch. We are closing ONLY the Whittier Square parking lot to host an event to give out pumpkins for children to carve or paint. Tulsa Police Department will be handing out some, along side three other organizations/volunteers.

Event Category: Miscellaneous

Event Includes: Tent/Canopy, Generator/Electricity, Food Sales, Private Property

Anticipated Attendance: Total: 200

Per Day: 200

Anticipated Participants: Total: 200

Per Day: 200

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Growing Together
https://www.gttulsa.org/

Website: https://www.gttulsa.org/

Chief Officer of Host Organization: Kaitlin Garrett

Email and Phone: kgarrett@gttulsa.org 918-289-8017

Applicant Name: Alfredo Marcelo

Email and Phone: amarcelo@gttulsa.org 918-812-8405

Professional Event Organizer:

Email and Phone:

On-site Contact: Alfredo Marcelo

Mobile: 918-812-8405

Billing Contact: Growing Together

Phone: 918-812-8405

Billing Address: 32 S LEWIS AVE E B
Tulsa, OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/19/2024 Time: 1:00pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A

Event Start: Date: 10/19/2024 Time: 2:00pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: N/A
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 2:00 - 5:00pm

Event End: Date: 10/19/2024 Time: 5:00pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 10/19/2024 Time: 6:00pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 1
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: 4 - 5, Size 10 Provider and Phone: Self - Owned
x 10
Number of Inflatables: Yes 1 Provider and Phone: Fatima Linares (918) 313-5935
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: Tulsa Police Department (On-duty)

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: Street, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

Sponsor and Other Event Information

Event Sponsor(s): Marcela Holmes, Growing Together, Supermercado Morelos, Elote Catering.

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

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 2:00pm

Finish Time: 5:00pm

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

Local small business DJ

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: We will pick up our tents, chairs and tables by 5pm. Everyone will be given instructions to vacate the parking lot by 6pm

Number of Trash Receptacles: 3

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, Schools, Neighborhood Assn, Business Assn, Businesses, Places of Worship

If not presented, please explain:

This event is an extension of the Kendall Whittier Main Street Arts Festival and Tulsa Farmers' Market.

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: 10/07/2024 Date routed: 10/15/2024 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.

Site map and timeline revised from 5 - 9 p.m. to 5 - 7 p.m. 10/15/2024.



GROWING TOGETHER

Live. Learn. Thrive.

COMMUNITY PUMPKIN PATCH

October 19th, 2:00 pm - 5:00 pm



COME JOIN US!

More info: Alfredo Marcelo
amarcelo@gttulsa.org (918) 280-8019

