



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: High Park Attendance Date(s) of Event: December 1 - 31, 2024

Location Address: Start: 2950 S John Williams Way Council District(s): 4  
End: 2950 S John Williams Way

Event Description: High park attendance which would fill the main parking lot and impact traffic into and out of the park, as well as on Riverside Drive by the Gathering Place.

**Event Category:** Street, Lane, or Sidewalk Closure

**Event Includes:** Public Right of Way, Lane Closure

Anticipated Attendance: Total: 100000 Per Day: 12000

Anticipated Participants: Total: 100000 Per Day: 12000

Number of Events for Monthly Event: Yes, Varies

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

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Host Organization: Gathering Place - GGP Parks Website: https://www.gatheringplace.org/

Chief Officer of Host Organization: Julio Badin

Email and Phone: jbadin@gatheringplace.org 714-585-0858

Applicant Name: Julie Friedel

Email and Phone: jfriedel@gatheringplace.org 918-647-6241

Professional Event Organizer:

Email and Phone:

On-site Contact: Julie Friedel Mobile: 918-600-8516

Billing Contact: Gathering Place Phone: 918-647-6241

Billing Address: 2650 S JOHN WILLIAMS WAY E  
Tulsa, OK 74114

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

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**Event Setup:** Date: 12/01/2024 Time: 8:00 am  
Street Closure for Event Setup: Date: 12/01/2024 Time: 8:00 am  
Street(s) to be Closed for Event Setup: Southbound left turn lane at the intersection of Riverside Drive and John Williams Way

**Event Start:** Date: 12/01/2024 Time: 8:00 am  
Street Closure for Event Start: Date: 12/01/2024 Time: 8:00 am  
Street(s) to be Closed for Event Start: Southbound left turn lane at the intersection of Riverside Drive and John Williams Way

Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 8:00 am until 9:00 pm

**Event End:** Date: 12/31/2024 Time: 9:00 pm  
Street Reopens after Event End: Date: 12/31/2024 Time: 9:00 pm

**Event Teardown:** Date: 12/31/2024 Time: 9:00 pm  
Street Reopens after Event Teardown: Date: 12/31/2024 Time: 9:00 pm

## ***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: 0 Provider and Phone: NA  
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: 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: NA

Traffic Control Barricade Company: No Contact, Email and Phone: NA

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

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

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): 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. 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 prescribed distances along with 36-inch double collared traffic cones and a No Left Turn sign in the Left Turn Lane).

**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:

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: Cleanup 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**

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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: 10/30/2024      Date routed: 11/22/2024      Date for review: 11/27/2024

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 12/04/2024.

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Turn lane closure  
during lot  
intermittant  
closures



SB Riverside Drive

NB Riverside Dr

John Williams Way E

Gathering Place

