



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: MIX Date(s) of Event: September 21, 2019
Location Address: 2727 S ROCKFORD RD E Council District(s): 4
Event Description: The 8th annual MIX brings together some of the city's best bartenders to compete in a larger-than-life cocktail battle to raise funds for the Museum. In 2019, this thirsty throwdown moves from Cain's Ballroom to Philbrook. It's time to MIX at the Museum!
6:30pm – Patron & Sponsor Access
8:00pm – General Admission

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Beer/Alcohol Sales, Live Entertainment, Food Sales, No Parking Signage, Private Property

Anticipated Attendance: Total: 600 Per Day: 600

Anticipated Participants: Total: 600 Per Day: 600

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Philbrook Museum of Art Website: https://philbrook.org/

Chief Officer of Host Organization: Scott Stulen

Email and Phone: 918-748-5322

Applicant Name: Lindsey Neal Kuykendall

Email and Phone: lkuykendall@philbrook.org 918-748-5399

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Jay Jamison Mobile: 918-555-5555

Billing Contact: Philbrook Museum of Art Phone: 918-748-5399

Billing Address: 2727 Rockford
Tulsa OK 74112

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/21/2019 Time: 7:00 AM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NONE

Event Start: Date: 09/21/2019 Time: 6:00 PM
Street Closure for Event Start: Date: 09/21/2019 Time:
Street(s) to be Closed for Event Start: NONE
Run, Walk, Parade Start Time: NA
Daily Event Hours: 6:00 to 11:00 PM

Event End: Date: 09/21/2019 Time: 11:00 PM
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 09/21/2019 Time: 11:00 PM
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Wine Sales, High point beer sales, Alcohol Sales
Number of Food Vendors: 1
Number of Food Trucks: 0
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 0 Number of Service Vendors: 8
Number of Tents/Canopies: 0 Provider and Phone: NA
Number of Inflatables: 0 Provider and Phone: NA
Number of Amusement Rides: 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

Security and/or Police: Contact, Email and Phone: Todd Evans, Chief of Security, 918-748-5333
GT Security, 918-740-1734

Medical and/or First Aid Services: Contact, Email and Phone: Camillo Sanchez, 918-313-8779

Traffic Control Barricade Company: Contact, Email and Phone: NA

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Crowd Management Fencing Company: Contact, Email and Phone: NA

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Parking Garage, Street, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Osage Casino, KKT Architects, Party Pro, VAST Bank, Nabholz Construction, and others

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: 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 information: NA

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 3

Performer/Band name and music type: Annie Ellicott - Jazz
Adele Wolf - Dance
Scott Stulen - DJ

Sound Amplification: Yes

Start Time: 6:00pm

Finish Time: 11:00pm

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

In-house built-in equipment and amplifiers

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Describe hot air balloons, fire lanterns or similar devices used at event:

NA

Describe the use of any signs, banners, decorations, or special lighting used at event:

OMNI Lighting to install lights inside museum

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Philbrook custodial team, Kitchen 27 team to handle trash and vendors to remove all equipment

Number of Trash Receptacles: 25

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Neighborhood Association

Avidavit 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: 09/17/2019 Date routed: 09/19/2019 Date for review: Email/Website

Special Events Committee Recommendation: _____ Yes No Yes No

Date routed to Mayor: _____ Mayor's Recommendation: _____ Yes No

Date routed to Council: _____ City Council Approval: _____ Yes No

Date Permit Issued: _____ Comments: Form revised 09/19/2019

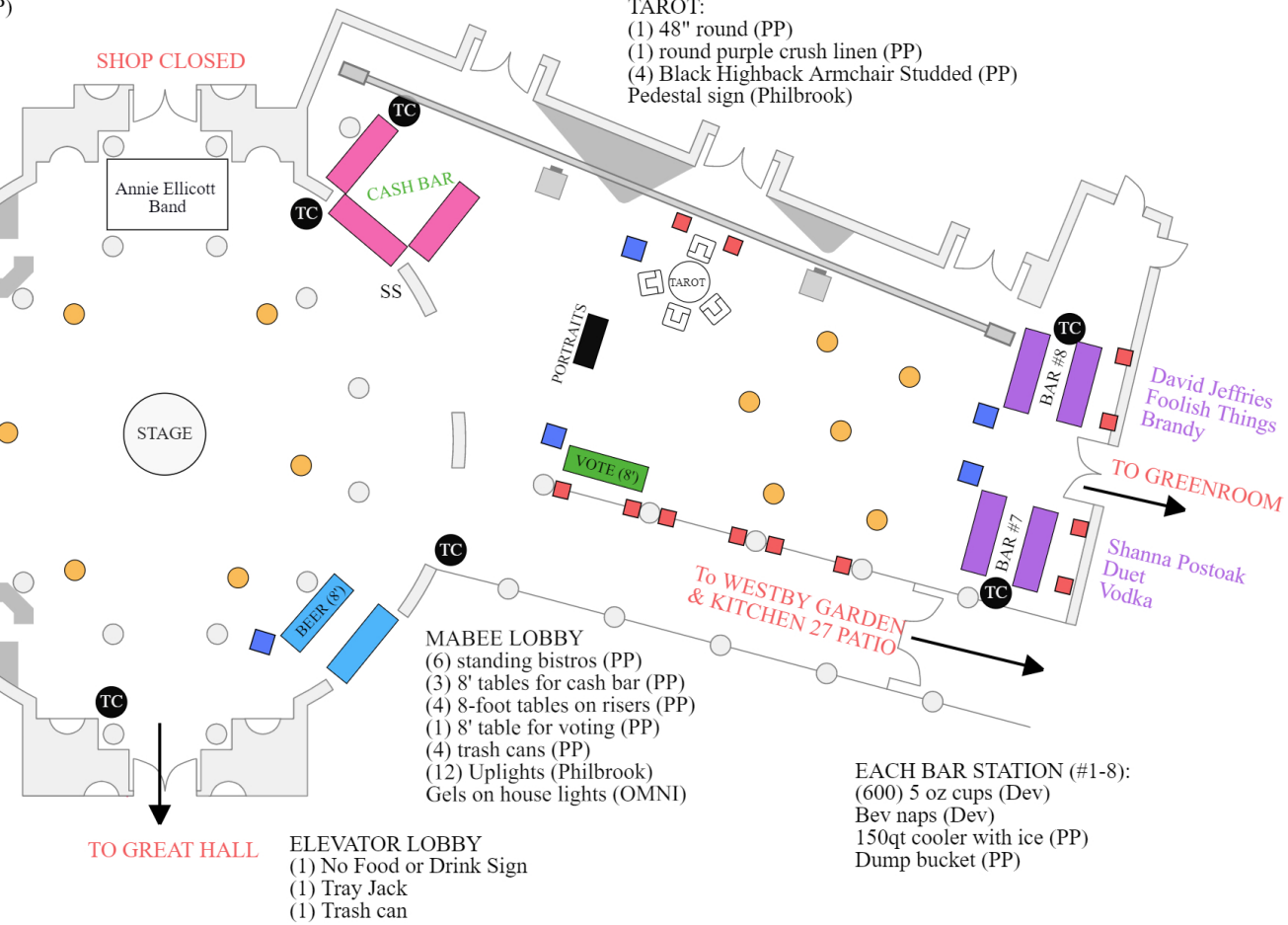
- MEZZANINE:
 (2) 6-feet on risers for absinthe (PP)
 (1) 6-foot for DJ (PP)
 (1) Trash can (PP)
 (1) Silver sign

- TAROT:
 (1) 48" round (PP)
 (1) round purple crush linen (PP)
 (4) Black Highback Armchair Studded (PP)
 Pedestal sign (Philbrook)

- ROTUNDA - DANCEFLOOR
 Winner Announcements
 Burlesque performances
 (6) Standing cocktail tables scattered
 (1) 8' table for swag
 (2) 8' tables for beer
 (4) trash cans
 Circular stage

ADA ENTRANCE & GUEST EXIT

- tray jack
- TC trash can
- standing bistro
- Philbrook uplight
- "pedestal" signs
- SS silver sign (museum)



SHOP CLOSED

Annie Ellicott Band

CASH BAR

SS

STAGE

PORTRAITS

TAROT

BAR #8

David Jeffries Foolish Things Brandy

TO GREENROOM

Shanna Post oak Duet Vodka

BAR #7

To WESTBY GARDEN & KITCHEN 27 PATIO

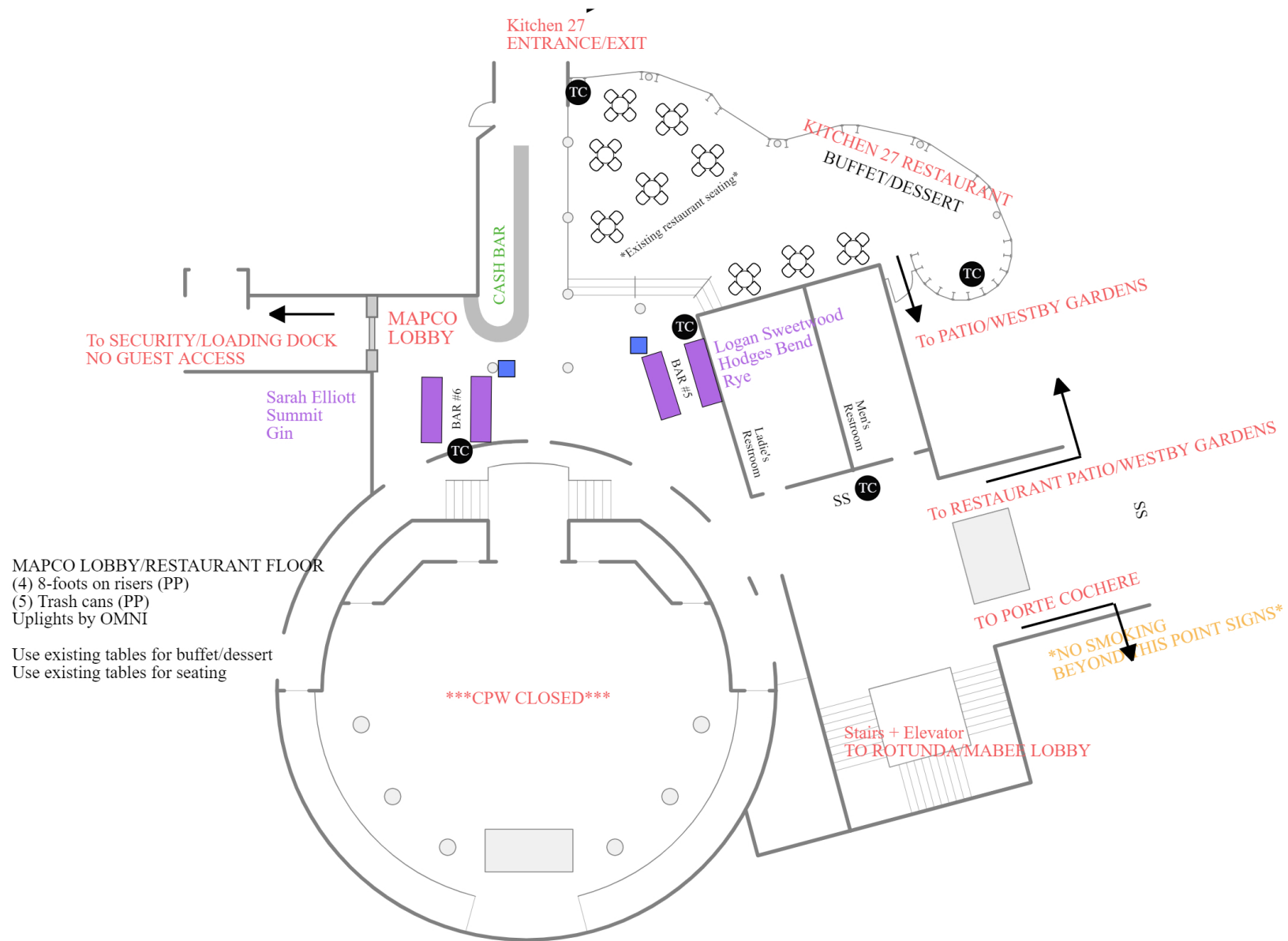
- MABEE LOBBY
 (6) standing bistros (PP)
 (3) 8' tables for cash bar (PP)
 (4) 8-foot tables on risers (PP)
 (1) 8' table for voting (PP)
 (4) trash cans (PP)
 (12) Uplights (Philbrook)
 Gels on house lights (OMNI)

- EACH BAR STATION (#1-8):
 (600) 5 oz cups (Dev)
 Bev naps (Dev)
 150qt cooler with ice (PP)
 Dump bucket (PP)

TO GREAT HALL

- ELEVATOR LOBBY
 (1) No Food or Drink Sign
 (1) Tray Jack
 (1) Trash can



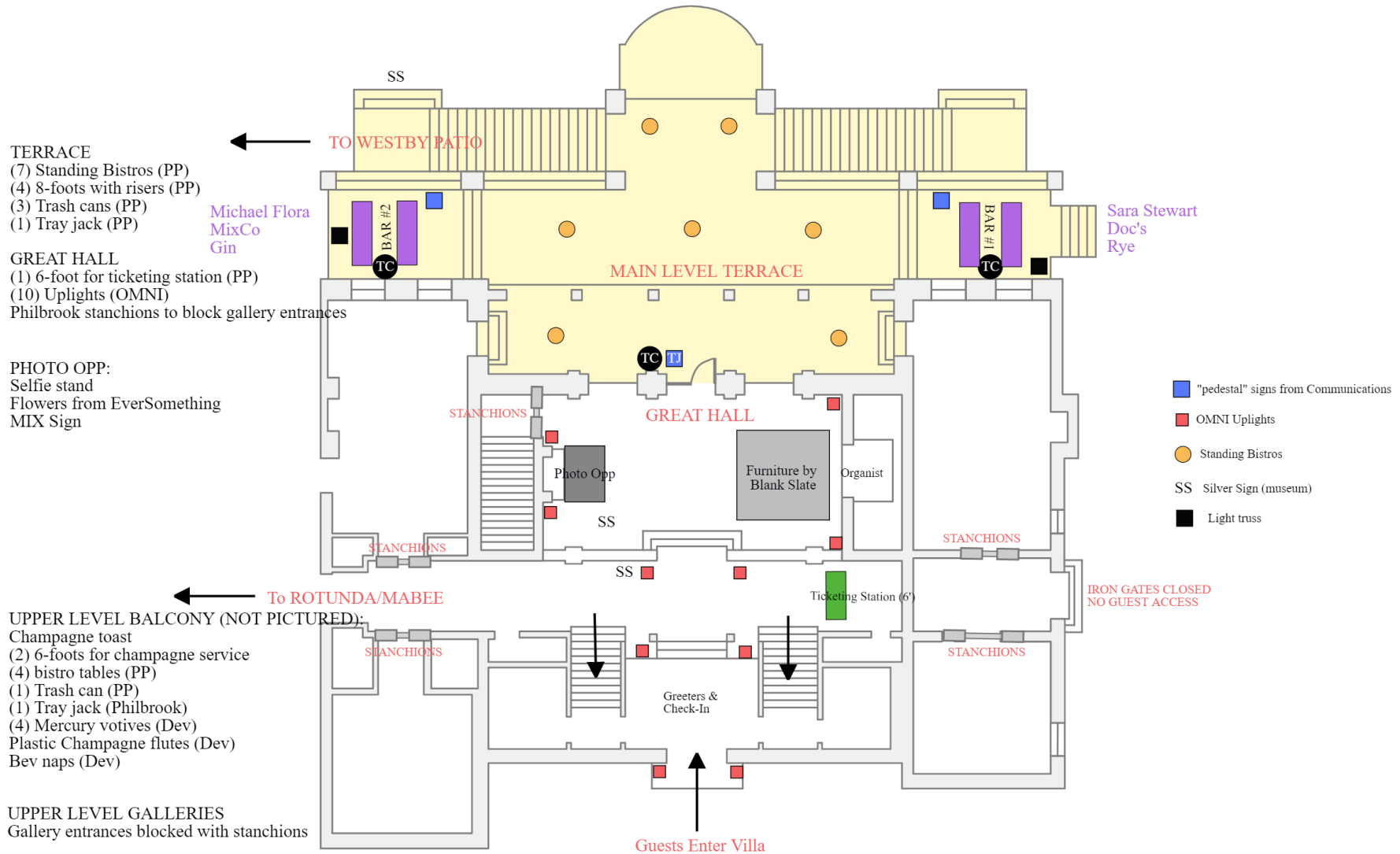


MAPCO LOBBY/RESTAURANT FLOOR
 (4) 8-foots on risers (PP)
 (5) Trash cans (PP)
 Uplights by OMNI
 Use existing tables for buffet/dessert
 Use existing tables for seating

CPW CLOSED

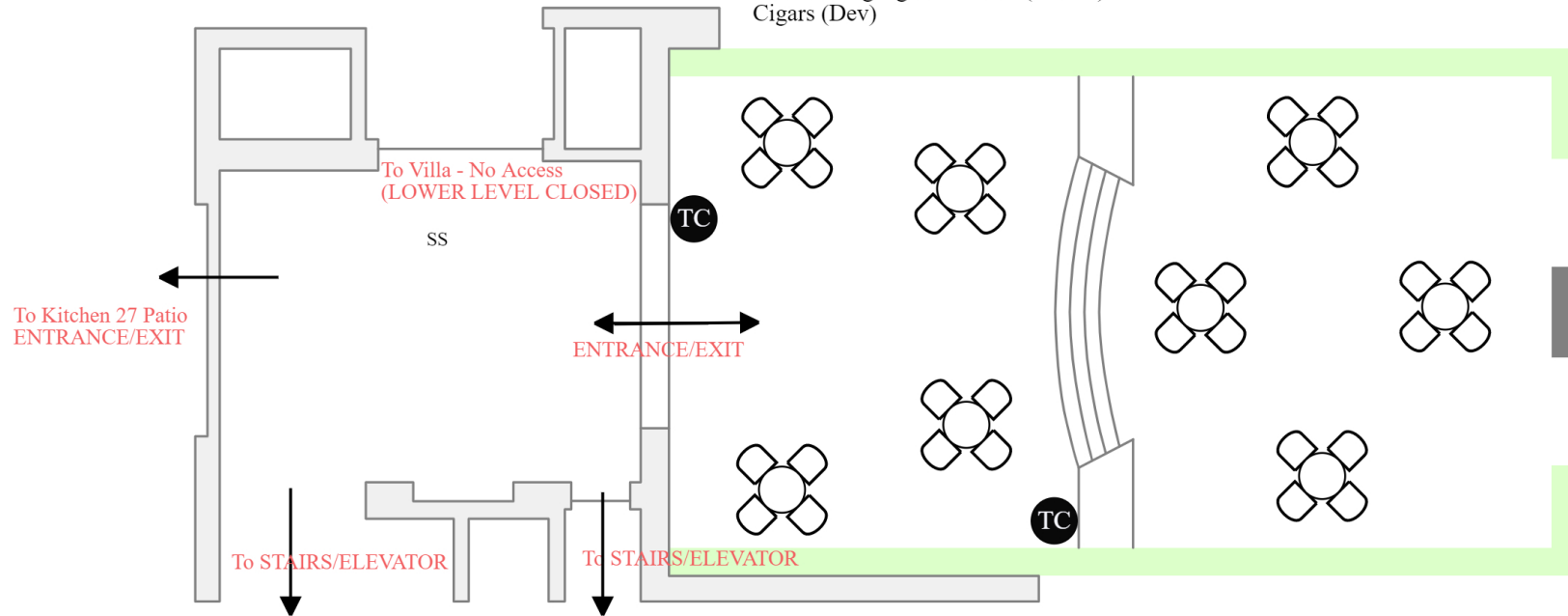
*NO SMOKING
 BEYOND THIS POINT SIGNS*

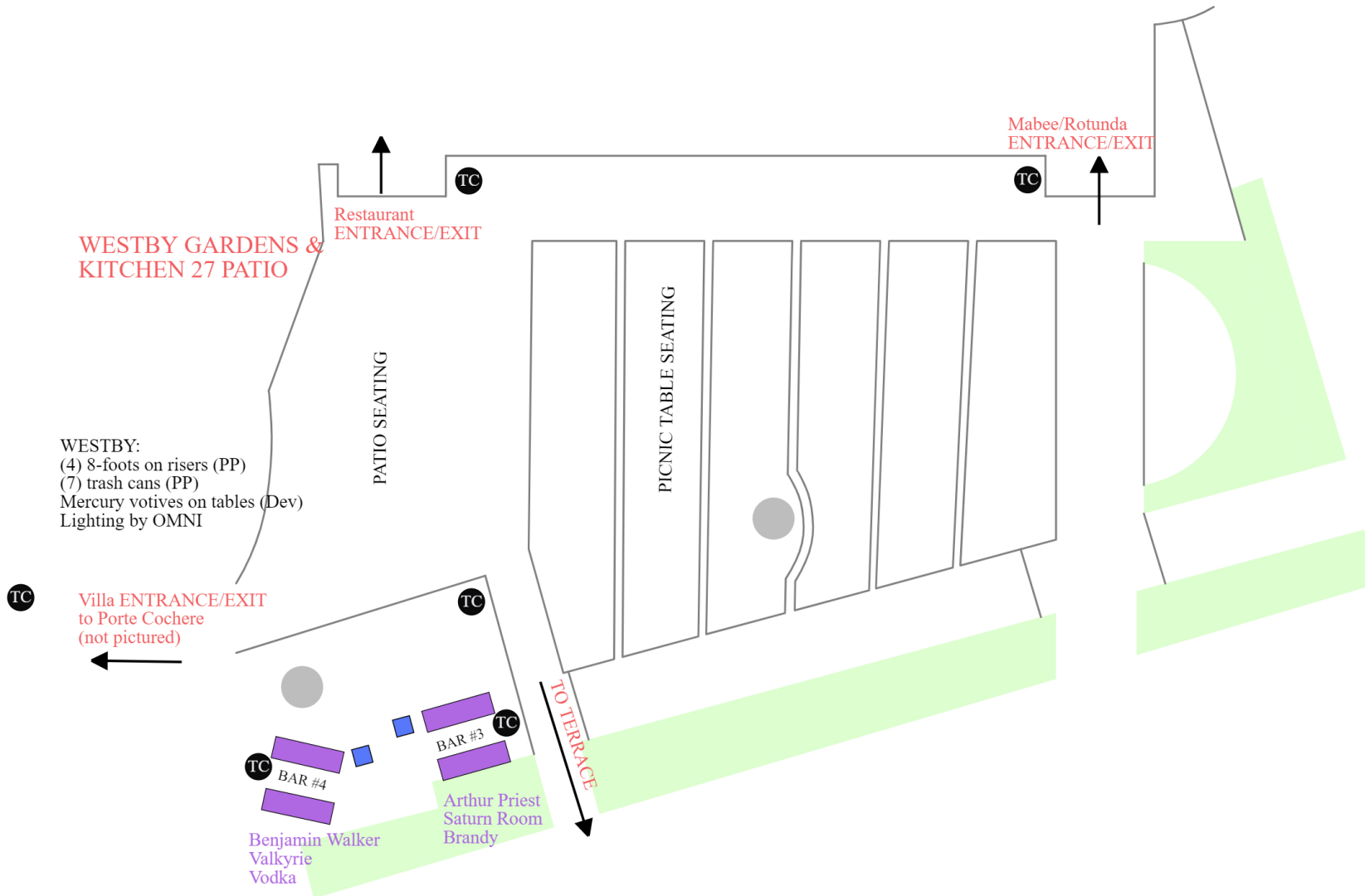




CIGAR LOUNGE
 Bistro lights overhead
 (8) 30" short bistros (PP)
 (32) chairs (PP)
 (2) Trash Cans (PP)
 (8) ash trays on tables (Dev)
 (8) Mercury votives
 (1) Metal ash bucket
 No Smoking signs on doors (Comm)
 Cigars (Dev)

AUDIOVISUAL EQUIPMENT
 Museum Wireless Speaker with
 piped music





Lindsey to coordinate placement of no parking signs on nearby streets

