



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Arvest Winterfest Date(s) of Event: November 23, 2019 - January 5, 2020

Location Address: 200 S DENVER AVE W Council District(s): 4

Event Description: Outdoor festival featuring an ice rink

Event Category: Street/Block Party

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Fireworks/Pyrotechnics, No Parking Signage, Sidewalk Closure, Street Closure

Anticipated Attendance: Total: 160000 Per Day: 3500

Anticipated Participants: Total: 35000 Per Day: 800

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: BOK Center - ASM Global Website: www.bokcenter.com

Chief Officer of Host Organization: Casey Sparks

Email and Phone: csparks@asmtulsa.com 918-894-4210

Applicant Name: Vanessa Hajjari

Email and Phone: vhajjari@smgtulsa.com 918-894-4267

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Brenna Mullins Mobile: 918-805-9262

Billing Contact: SMG-TULSA Phone: 918-894-4267

Billing Address: 200 S. Denver Ave
Tulsa OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/06/2019 Time: TBD
Street Closure for Event Setup: Date: 11/05/2019 Time: AM
Street(s) to be Closed for Event Setup: 3rd St between Denver Ave & Frisco Ave. Left turn lane on Frisco Ave.

Event Start: Date: 11/23/2019 Time: 10am
Street Closure for Event Start: Date: 11/05/2019 Time: AM
Street(s) to be Closed for Event Start: 3rd St between Denver Ave & Frisco Ave. Left turn lane on Frisco Ave.

Run, Walk, Parade Start Time: NA
Daily Event Hours: Varies - see Winterfest.com for full calendar

Event End: Date: 01/05/2020 Time: 11pm
Street Reopens after Event End: Date: 01/17/2020 Time: TBD

Event Teardown: Date: 01/06/2020 Time: AM
Street Reopens after Event Teardown: Date: 01/17/2020 Time: PM

Secondary Permits Required

Beer Sales, Alcohol Sales: Wine Sales, High point beer sales, Alcohol Sales
Number of Food Vendors: 0
Number of Food Trucks: 1
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 0 Number of Service Vendors: 1
Number of Tents/Canopies: 1 tent - 40x50 Provider and Phone: BOK Center - (918)-805-9262
Number of Inflatables: 0 Provider and Phone: NA,
Number of Amusement Rides: 1 Provider and Phone: Trackless Train provided by Jumpin' Jiminy (918) 291-5867

Use of fireworks, rockets, lasers, or other pyrotechnics: Yes
Provider and Phone: Imperial Fireworks (918) 237-0537,

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

Security and/or Police: Contact, Email and Phone: BOK Center Security 918-894-4395

Medical and/or First Aid Services: Contact, Email and Phone: EMSA 918-596-3055

Traffic Control Barricade Company: Contact, Email and Phone: BOK Center 918-894-4395

Equipment Setup: Date: 11/05/2019 Time: Early Mc Equipment Pickup: Date: 01/17/2020 Time: Evening

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

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Arvest Bank & Community Care

Name of Park and Location, if applicable: NA

Drone: Yes

Portable Toilets: Provider and Phone: At Your Service 918-272-0568

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 11/06/2019 Time: 10am

Equipment Pickup: Date: 01/17/2020 Time: 3pm

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: TBD

Performer/Band name and music type: Dancers/singers/actors/theater groups/acoustic set ups

Sound Amplification: Yes

Start Time: 12pm

Finish Time: 8pm

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

Standard small amplifier system

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:

Event Signage - Closed/Private Rental Signage - Rink lighting - Christmas Decor

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: American Waste dumpster will be on-site for duration of event; BOK EVS staff will service daily

Number of Trash Receptacles: 12 Number of Dumpsters: 1 Number of Recycling Containers: 6

Cleanup Service Provider and Phone, if applicable: American Waste 918-446-0023

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Businesses, Other entities

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

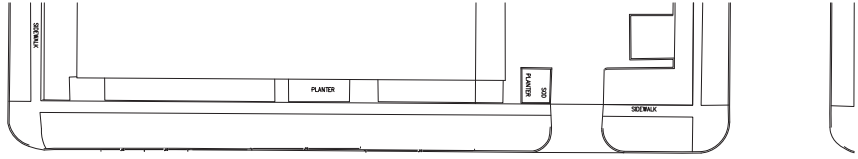
Date received: 10/04/2019 Date routed: 10/21/2019 Date for review: 10/30/2019

Special Events Committee Recommendation: _____ Yes No

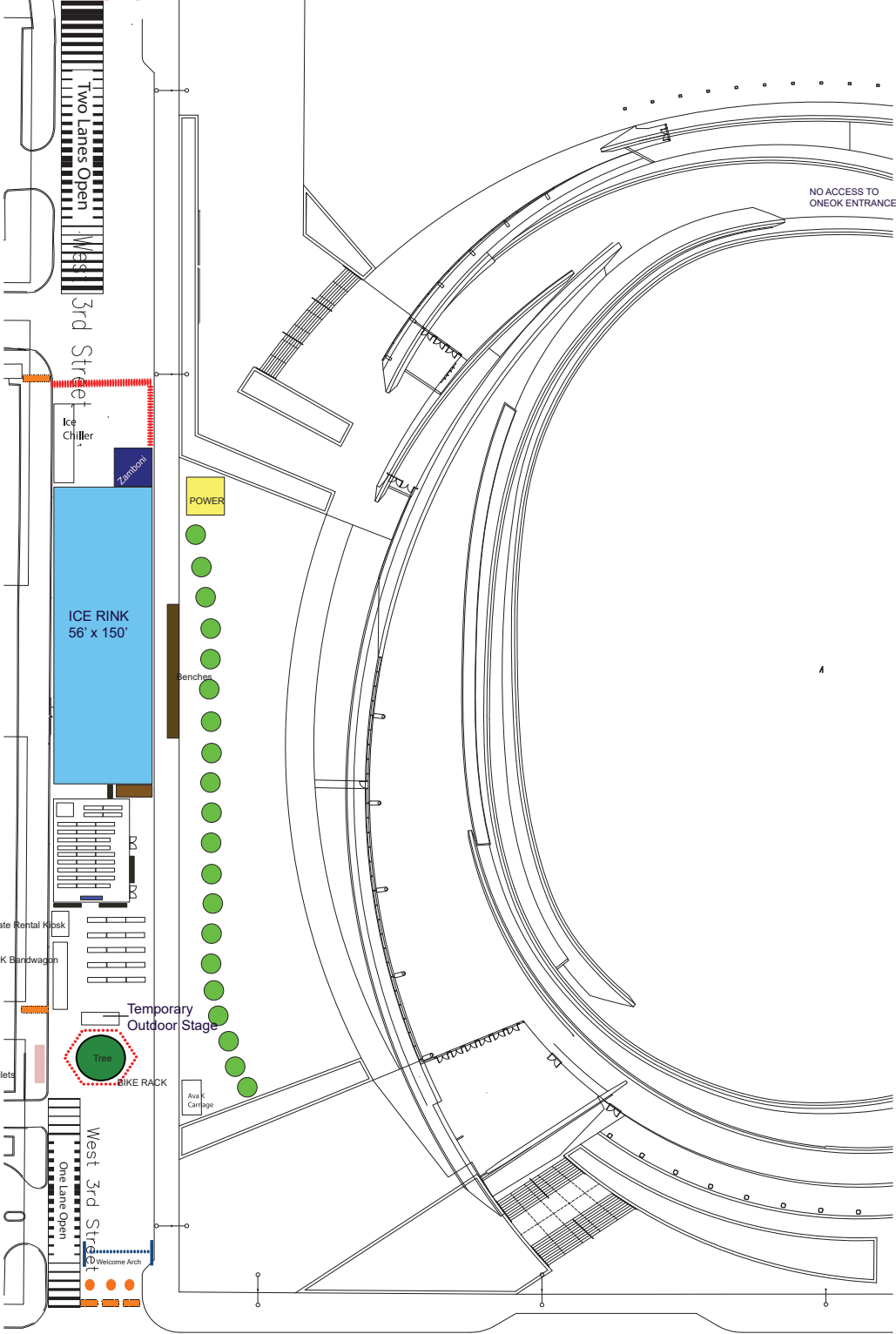
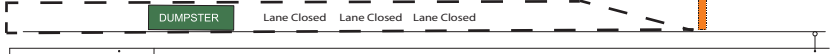
Date routed to Mayor: _____ Mayor's Recommendation: _____ Yes No

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

Date Permit Issued: _____ Comments: Form and map revised 10/21/2019.



South Frisco Avenue



NO ACCESS TO ONEOK ENTRANCE

Two Lanes Open

West 3rd Street

Ice Chiller

Zamboni

ICE RINK
56' x 150'

POWER

Benches

Temporary
Outdoor Stage

BIKE RACK

Ava K
Carriage

West 3rd Street

Welcome Arch

Skate Rental Shop

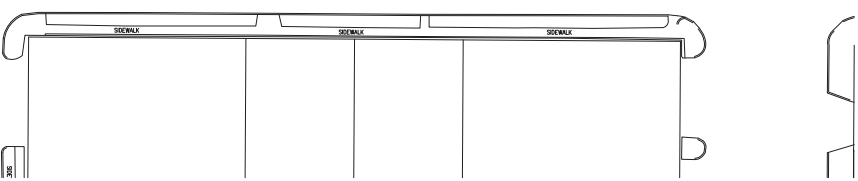
BOK Bandwagon

Portable Toilets

One Lane Open

South Denver Avenue

South Denver Ave



NOVEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 STREET CLOSURES FOR SET UP	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	OPENING DAY! 23 10AM-11PM WF Train 12-3pm Santa 5-8pm Share the Light Ceremony 5pm-8pm
24 12PM-11PM	25 5PM-10PM Canned Food Mon.	26 5PM-10PM	27 5PM-10PM Warmth Wed.	28 CLOSED FOR THANKSGIVING	29 5PM-11PM Carriage Rides	30 12PM-11PM WF Train 12-3pm Carriage Rides Oilers Game

DECEMBER 2019

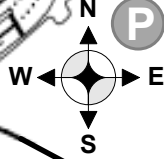
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 12PM-10PM Santa 2-4pm Oilers Game	2 5PM-10PM Canned Food Mon.	3 CLOSED FOR PRIVATE EVENT Cox Comm.	4 5PM-10PM Warmth Wed.	5 CLOSED FOR PRIVATE EVENT Matrix Service Co.	6 5PM-11PM Carriage Rides Oilers Game	7 12PM-11PM WF Train 12-3pm Carriage Rides Cody Johnson
8 12PM-10PM Santa 2-4pm	9 5PM-10PM Canned Food Mon. Learn to Curl 7-10pm	10 CLOSED FOR PRIVATE EVENT Spring Dental	11 5PM-10PM Warmth Wed.	12 CLOSED FOR PRIVATE EVENT Resource One	13 5PM-11PM Carriage Rides Oilers Game	14 12PM-11PM BWS 9am-12pm WF Train 12-3pm Carriage Rides Oilers Game
15 12PM-10PM Santa 2-4pm Oilers Game	16 5PM-10PM Canned Food Mon.	17 CLOSED FOR PRIVATE EVENT BOK	18 5PM-10PM Warmth Wed.	19 CLOSED FOR PRIVATE EVENT Arvest Oilers Game	20 5PM-11PM Carriage Rides TSO	21 12PM-11PM Carriage Rides WF Train 12-3pm Santa 2-4pm College BBall
22 12PM-10PM Santa 2-4pm	EXT. HOURS BEGIN 23 12PM-10PM Canned Food Mon.	24 12PM-5PM Christmas Eve!	25 5PM-10PM Christmas Day! Warmth Wed.	26 12PM-10PM	27 12PM-11PM Carriage Rides	28 12PM-11PM WF Train 12-3pm Carriage Rides Paw Patrol
29 12PM-10PM Paw Patrol	30 12PM-10PM Canned Food Mon. Paw Patrol	31 12PM-10PM New Years Eve!				

JANUARY 2020

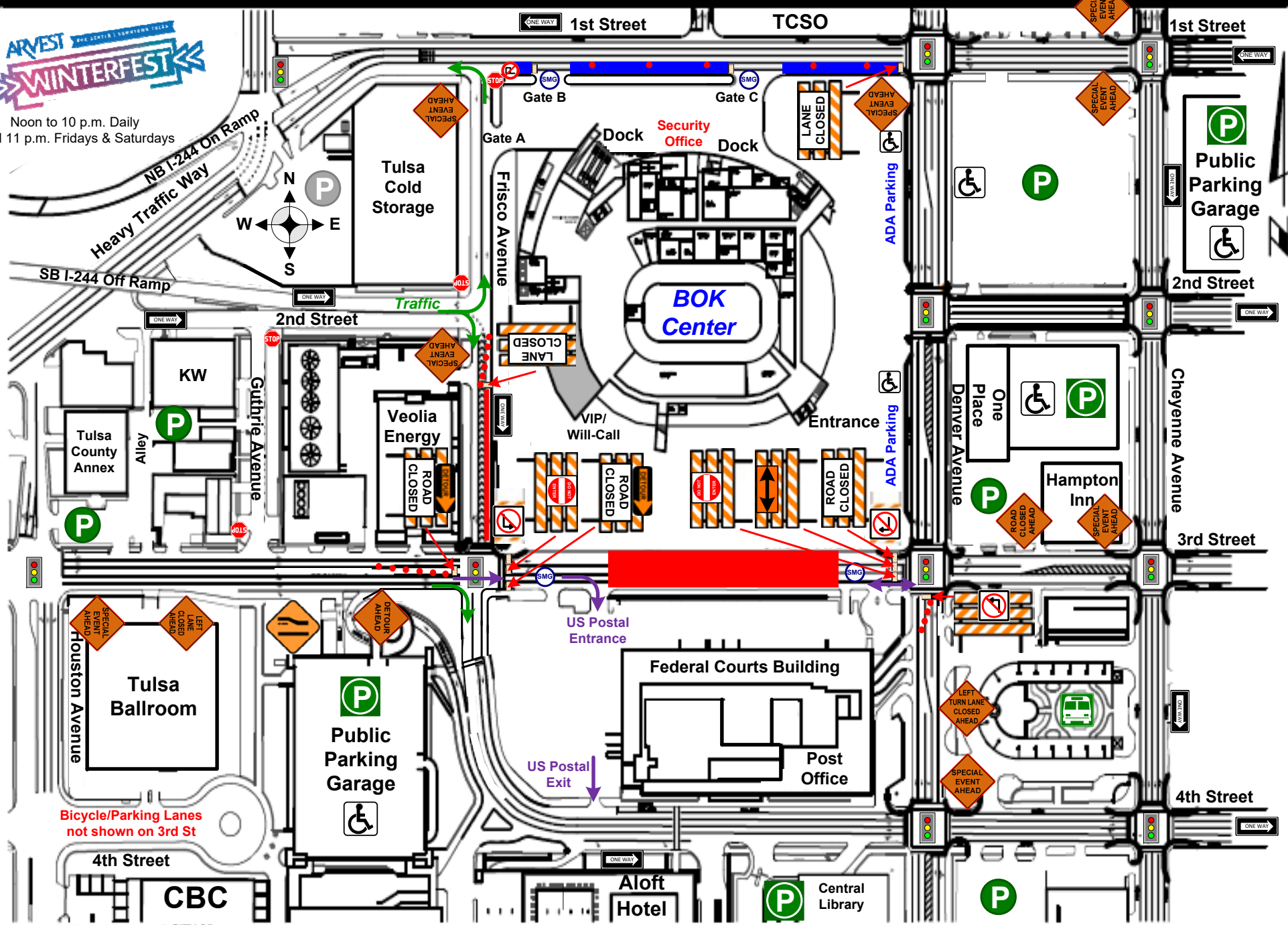
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 12PM-10PM New Years Day! Warmth Wed.	2 12PM-10PM	3 12PM-11PM Mites on Ice 8-11am Carriage Rides Oilers Game	4 12PM-11PM Mites on Ice 8-11am WF Train 12-3pm Carriage Rides Oilers Game
5 CLOSING DAY! 12PM-10PM Oilers Game	6 TEAR DOWN BEGINS	7	8	9	10	11
12	13	14	15	16	17 STREET REOPENS	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

ARVEST WINTERFEST

Noon to 10 p.m. Daily
Until 11 p.m. Fridays & Saturdays



NB I-244 On Ramp
Heavy Traffic Way
SB I-244 Off Ramp



Bicycle/Parking Lanes not shown on 3rd St



BOK Center Security
 Tulsa Transit Station

Support Parking
 Winterfest Venue

Road Closure | Nov. 5, 2019 @ 7 a.m. to Jan. 17, 2020 @ 8 p.m.