



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Member Opening Party: Shadow of Time, Anila Agha Date(s) of Event: November 8, 2019
Location Address: 2727 S ROCKFORD RD E Council District(s): 4
Event Description: Philbrook Members are invited to celebrate the opening of Shadow of Time, a special exhibition by acclaimed artist Anila Quayyum Agha.

Event Category: Miscellaneous

Event Includes: Beer/Alcohol Sales, Live Entertainment, Private Property

Anticipated Attendance: Total: 500 Per Day: 0

Anticipated Participants: Total: 500 Per Day: 0

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: Megan Nesbit

Email and Phone: 918-748-5332

Applicant Name: Anna Lombardi

Email and Phone: alombardi@philbrook.org 918-748-5320

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Anna Lombardi Mobile: 918-748-5320

Billing Contact: Philbrook Museum of Art Phone: 918-748-5320

Billing Address: 2727 S Rockford Rd
Tulsa OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/08/2019 Time: 4:00 PM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A

Event Start: Date: 11/08/2019 Time: 6:00 PM
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: 6:00 - 9:00 PM

Event End: Date: 11/08/2019 Time: 9:00 PM
Street Reopens after Event End: Date: 11/08/2019 Time: N/A

Event Teardown: Date: 11/08/2019 Time: 9:00 PM
Street Reopens after Event Teardown: Date: 11/08/2019 Time: 9:00 PM

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
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: 3
Number of Tents/Canopies: 0 Provider and Phone: N/A
Number of Inflatables: 0 Provider and Phone: N/A
Number of Amusement Rides: 0 Provider and Phone: N/A
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: Contact, Email and Phone: Todd Evans, in-house Chief of Security,
tevans@philbrook.org, 918-748-5333

Medical and/or First Aid Services: Contact, Email and Phone: N/A

Traffic Control Barricade Company: Contact, Email and Phone: Transol Pro, Kevin Sparks (owner), 918-830-0315

Equipment Setup: Date: 11/08/2019 Time: 4:00 PM Equipment Pickup: Date: 11/08/2019 Time: 9:00 PM

Crowd Management Fencing Company: Contact, Email and Phone: N/A

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

Parking Type: Street, ADA parking available, Paved Lot

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): None

Name of Park and Location, if applicable: N/A

Drone: No

Portable Toilets: 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 information: N/A

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 1

Performer/Band name and music type: DJ, recorded music

Sound Amplification: Yes

Start Time: 6:00 PM

Finish Time: 9:00 PM

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

In-house, built-in system at regular volume

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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

N/A

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

N/A

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: In-house custodial/catering team to cleanup for next day business.

Number of Trash Receptacles: 8

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: N/A

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

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: 10/24/2019 Date routed: 11/05/2019 Date for review: Email/Website

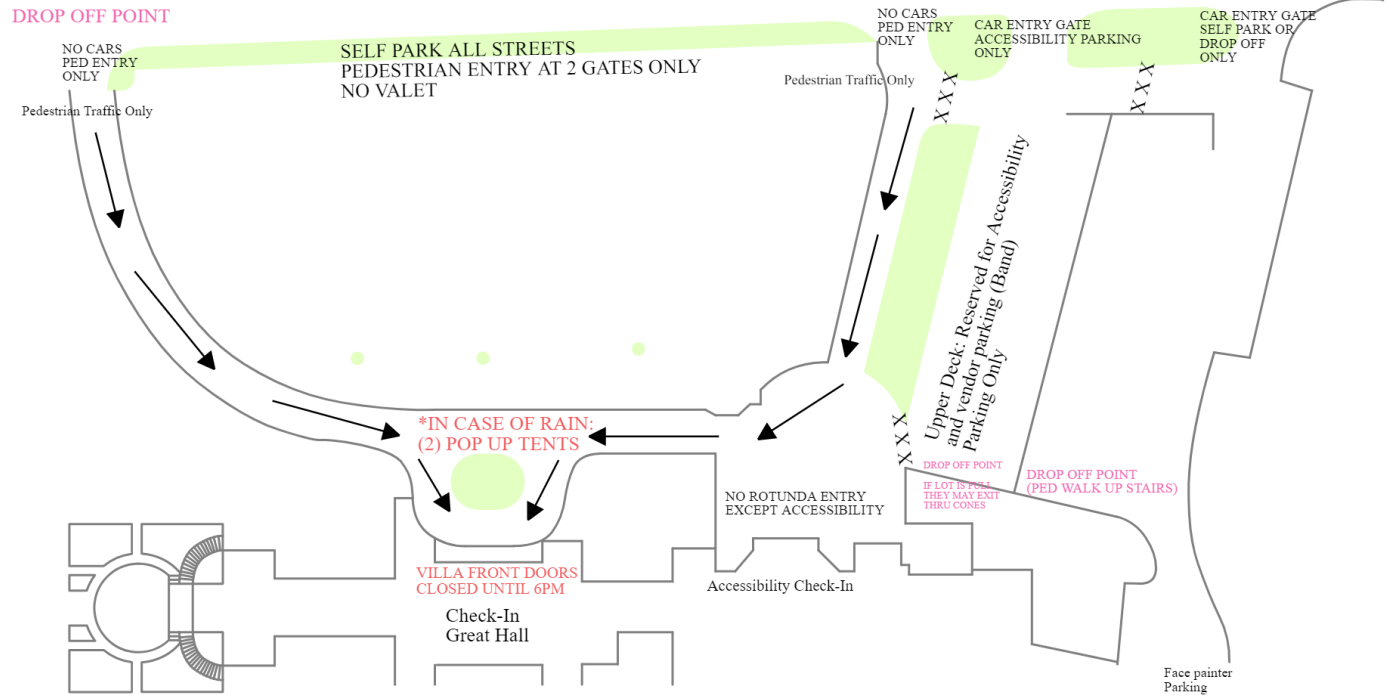
Special Events Committee Recommendation: _____ Yes No
Date routed to Mayor: _____ Mayor's Recommendation: _____ Yes No

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

Date Permit Issued: _____ Comments: Form revised 11/05/2019

MEMBER OPEN ARRIVAL PLAN

NO MIX PED & CAR TRAFFIC



MEMBER OPEN EXIT PLAN

