



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Philbrook Festival Date(s) of Event: Nov. 23 to Dec. 28, 2019
Location Address: 2727 S ROCKFORD RD E Council District(s): 4
Event Description: Festival runs November 29 – December 31, 2019. The Museum comes alive with holiday events, visits from Santa, train rides, Lego Village, garden games, live music, shopping, décor, and thousands of lights in the gardens reflecting the spirit of the season. Gather the whole family for unforgettable experiences.
Festival Nights are special ticketed event nights which feature a light show in the gardens, a train ride through the gardens, live music performances, make-and-take activities for the kids, refreshments, and other special programming.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Open Flame, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Private Property

Anticipated Attendance: Total: 1250 Per Day: 1250

Anticipated Participants: Total: 0 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: Scott Stulen

Email and Phone: sstulen@philbrook.org 918-749-7941

Applicant Name: Christine Hostetler

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

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Jay Jamison Mobile: 918-748-5361

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: 11/11/2019 Time: 9 am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 11/23/2019 Time: 6am
Street Closure for Event Start: Date: 11/23/2019 Time:
Street(s) to be Closed for Event Start: NA - No Parking Signs - See Map
Run, Walk, Parade Start Time: NA
Daily Event Hours: 6 to 9pm

Event End: Date: 12/28/2019 Time: 9pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 12/28/2019 Time: 9pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Wine Sales, High point beer sales, Alcohol Sales, Low point Beer Sales

Number of Food Vendors: 1

Number of Food Trucks: 0

Food Cooked on-site: Yes Fuel(s) to be used: Electric, Wood

Number of Item Vendors: 1 Number of Service Vendors: 8

Number of Tents/Canopies: 2 10x10 Provider and Phone: Philbrook (918) 748-5361

Number of Inflatables: 0 Provider and Phone: NA

Number of Amusement Rides: 1 Provider and Phone: Okie Dokie childrens train:
<http://okiedokieexpress.com/links.html>

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

Medical and/or First Aid Services: Contact, Email and Phone: Camilo Sanchez
Amy Shipman

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, Unpaved Lot, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Williams, Industrial Oils, Fowler Toyota

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: Porta-John of Tulsa (918) 836-2134

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

Equipment Setup: Date: 11/22/2019 Time: 9 am

Equipment Pickup: Date: 12/30/2019 Time: 9am

Other information: Nov. 23, 29, 30, 2019 & Dec. 6, 7, 13, 14, 20, 21, 24, 27, 28, 2019

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: Varies per night

Performer/Band name and music type: Aoustic

Sound Amplification: Yes

Start Time: 6pm

Finish Time: 9pm

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

Sound amplified outdoors for nightly light show.

Sound checks conducted prior to the event: Yes

Start Time: 5:30

Finish Time: 5:45

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 includes banners and decorations throughout museum and gardens; Integrity Lighting to provide lighting fixtures throughout grounds for holiday entertainment.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Museum staff takes care of garbage cleanup and removal. Outside vendors to remove own equipment.

Number of Trash Receptacles: 30

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: No Street Closures

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: 11/04/2019 Date routed: 11/24/2019 Date for review: Email/Website Review

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 & outstanding fee 11/24/2019.



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Crow Creek

Crow Creek

Philbrook Museum of Art

Chapman Library

Del Blvd

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28th St

29th Pl

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