



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Lights on for Brain Injury Awareness

Date(s) of Event: 3-6-20

Location Address: 5 S BOSTON AVE E

Council District(s): 4

Event Description: Join us at the Center of the Universe March 6 at 7:30 for a FREE outdoor Light Art Show in the Tulsa Arts District during the First Friday Art Crawl!

This is to raise much-needed awareness of a devastating injury that claims its victims and steamrolls their family in the process.

1. Turn your Green Lights On to show your support!

2. Attend the Lights On on March 6th at 7:30 at the Center of the Universe. We will have Green bracelets and t-shirts for sell.

3. Bring a donation for our Caring Program Bags-We need following items: Gift Cards for meals or gas, Mini Hand Sanitizers, chapstick, blankets (unwrapped new blankets), notebooks, etc. We are reaching out to businesses, districts and landmarks to turn on the color GREEN lights on March 6, 2020 as a citywide signal for Brain Injury Awareness at precisely 7:30pm (just after sunset). We would like to ask for your participation alongside city/state leaders, local business leaders, city landmarks/districts to take a moment to shine the color green lights to signal awareness for this devastating injury.

Event Category: Miscellaneous

Event Includes: Generator/Electricity, Public Right of Way, Live Entertainment

Anticipated Attendance: Total: 100

Per Day: 100

Anticipated Participants: Total: 0

Per Day: 0

Number of Events for Monthly Event: NA

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

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Host Organization: Brain Injury Recovery Foundation

Website: https://braininjuryrecoveryfoundation.org/

Chief Officer of Host Organization: Kim Hann

Email and Phone: kim@braininjuryrf.org 918-829-6336

Applicant Name: Kim Hann

Email and Phone: kim@braininjuryrf.org 918-829-6336

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Kim Hann

Mobile: 918-829-6336

Billing Contact: Brain Injury Recovery Foundation

Phone: 918-829-6336

Billing Address: 1611 S Utica Ave 146  
Tulsa OK 74104

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

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**Event Setup:** Date: 03/06/2020 Time: 4:00 pm  
Street Closure for Event Setup: Date: 03/06/2020 Time: NA  
Street(s) to be Closed for Event Setup: NA

**Event Start:** Date: 03/06/2020 Time: 7:30 pm  
Street Closure for Event Start: Date: 03/06/2020 Time: NA  
Street(s) to be Closed for Event Start: NA  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 7:30 pm- 9:00 pm

**Event End:** Date: 03/06/2020 Time: 9:00pm  
Street Reopens after Event End: Date: 03/06/2020 Time: NA

**Event Teardown:** Date: 03/06/2020 Time: 9:00pm  
Street Reopens after Event Teardown: Date: 03/06/2020 Time: NA

## ***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 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: Yes  
Provider and Phone: We will have a Projection on the Center of the Universe Sculpture. (NOT laser that needs FAA approval)

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

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Security and/or Police: Contact, Email and Phone: NA

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

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, ADA parking available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

**Sponsor and Other Event Information**

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Event Sponsor(s): None

Name of Park and Location, if applicable: NA

Drone: Yes

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**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 7:20 pm

Finish Time: 9 pm

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

We will use sound for Mayor's office announcement and light show

Sound checks conducted prior to the event: Yes

Start Time: 7pm

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:

We will have a light projector on the Center of the Universe and lights lining the sidewalk

**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: We will pick up trash and remove it.

Number of Trash Receptacles: 1

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Businesses, Neighborhood Association , Other entities

**Avidavit 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: 02/20/2020      Date routed: 03/02/2020      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 03/02/2020.



LIGHTS

ON *Tulsa*

BRAIN INJURY AWARENESS

7:30PM | MARCH 6 | 2020

Join us and the Mayor's Office as we kick off a Citywide event "Lights On" starting at Center of the Universe with a **FREE laser light show** by artist *burymeintulsa*.

Turn your lights green to support Brain Injury Awareness!

# IT CAN HAPPEN TO ANYONE.



## 1 in 5 Americans

(over 2.8 million people) suffer catastrophic events such as traumatic brain injuries, strokes, aneurysms, MS, and spinal cord injuries each year which can cost them anywhere from \$85,000.00 up to \$3,000,000.00 in a lifetime.

### PARTICIPATING LOCATIONS

320 Building  
Albert G's Bar-B-Q  
Blue Dome District  
Buck Atom  
Center of the Universe  
Circle Cinema

Mayor's Office  
City Hall  
Gathering Place  
Guthrie Green  
The Hunt Club

Mother Road Market  
Riverwalk  
The Rose District  
The Mayo Hotel  
TransOK Building  
Woody Guthrie Center



**BrainInjury  
Recovery**  
FOUNDATION

[BrainInjuryRecoveryFoundation.org](http://BrainInjuryRecoveryFoundation.org)