



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Cinema Drive-Ins Date(s) of Event: September 16-27, 2020  
Location Address: 7021 S MEMORIAL DR E Council District(s): 7  
Event Description: A drive-in cinema/entertainment venue that will be open from an hour before sunset for 2 - 3 hours after depending on film/entertainment length, with a car capacity of approximately 150 cars a night. A truss structure 47' x 26' will be erected as the screen to show the content. The truss structure will be equipped with a blow through textile fabric. A 15,000 Lumen laser projector will be used to project on to the screen. Audio will be delivered through FM radios and a mobile app.

**Event Category:** Miscellaneous

**Event Includes:** Generator/Electricity, Live Entertainment, Projection of movies/entertainment on to a screen, Private Property

Anticipated Attendance: Total: 3600 Per Day: 400  
Anticipated Participants: Total: 0 Per Day: 0  
Number of Events for Monthly Event: 9

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

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Host Organization: Woodland Hills Mall Website: NA  
Chief Officer of Host Organization: Tricia Sanders  
Email and Phone: 918-252-7511  
Applicant Name: Robert Samson  
Email and Phone: rjsamson@kilburnmedia.com 310-479-2410  
Professional Event Organizer: Same  
Email and Phone:  
On-site Contact: Daniel Wu Mobile: 310-479-2410  
Billing Contact: Cinema Drive Ins Phone: 310-479-2410  
Billing Address: 11333 Iowa Ave  
Los Angeles CA 91202

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

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**Event Setup:** Date: 09/11/2020 Time: 10:00AM

Street Closure for Event Setup: Date: Time:

Street(s) to be Closed for Event Setup: NA

**Event Start:** Date: 09/16/2020 Time: 7:00PM

Street Closure for Event Start: Date: Time:

Street(s) to be Closed for Event Start: NA

Run, Walk, Parade Start Time: NA

Daily Event Hours: Sept. 16-20 and 24-27

Opening Time: Sunset

Closing Time: End of Show

Gates Open: 1 Hour Before

Clean Up Ends: 1 Hour After Show

**Event End:** Date: 09/27/2020 Time: 11:00PM

Street Reopens after Event End: Date: Time:

**Event Teardown:** Date: 09/28/2020 Time: 10:00AM

Street Reopens after Event Teardown: Date: Time:

## ***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: No

Provider and Phone: NA

**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: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

**Sponsor and Other Event Information**

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Event Sponsor(s): NA

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:    Provider and Phone: TBD

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

Equipment Setup: Date:    09/07/2020                      Time: 10:00AM

Equipment Pickup: Date:    09/30/2020                      Time: 10:00AM

Other information:    The truss will be erected by a contractor led by our in house production team. Wind capacity is 40 mph with the screen attached, and 105 mph when the screen is taken down.

**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: No

Start Time:

Finish Time:

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

NA

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:

An A frame sign stating the name of the event and potential show times. General logo branding on some of our equipment.

**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: Clean up to be done every night after each event by the event staff.

Number of Trash Receptacles: 8

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:

Businesses

**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: 08/24/2020      Date routed: 09/09/2020      Date for review: 09/11/2020

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: Schedule uploaded 09/01/2020. Form revised 09/09/2020.

