



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Philbrook Festival 2020 Date(s) of Event: Nov. 27-28, Dec. 3-5, 10-12, 17-19, 24, 26, 2020

Location Address: 2727 S ROCKFORD RD E Council District(s): 4

Event Description: Enjoy thousands of holiday lights, music, and fun for the whole family at Festival Nights. Re-imagined as a fully outdoor experience in 2020 with timed ticketing, limited capacity, and social distancing required including mask requirements for all staff and attendees 5 & older. Up to 75 attendees per half hour from 5:30 to 8:30 p.m. All activities are outdoors with a separated entrance and exit.

Event Category: Festival/Celebration

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

Anticipated Attendance: Total: 5850 Per Day: 450

Anticipated Participants: Total: 325 Per Day: 25

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 918-748-5322

Applicant Name: Lindsey Jamison

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

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Jay Jamison Mobile: 405-761-0094

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: 11/21/2020 Time: 2pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A

Event Start: Date: 11/27/2020 Time: 5:30pm
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: 5:30-9:30pm

Event End: Date: 12/26/2020 Time: 9:30pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 12/26/2020 Time: 9:30pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Wine Sales, High point beer sales, Alcohol Sales
Number of Food Vendors: 1
Number of Food Trucks: 1
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 1 Number of Service Vendors: 2
Number of Tents/Canopies: (1) 10 X 20 Provider and Phone: Kitchen 27 Restaurant
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: Philbrook Security, Todd Evans, Chief of Security, 918-748-5333

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

Traffic Control Barricade Company: Contact, Email and Phone: N/A

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

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

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: N/A

Sponsor and Other Event Information

Event Sponsor(s): Williams

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: 0

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 5:30pm

Finish Time: 9:30pm

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

Basic PA for musical light show

Sound checks conducted prior to the event: Yes

Start Time: 4:30pm

Finish Time: 5:30pm

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:

Signs, banners, decorations, and christmas lights

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Philbrook facilities team manages all special events, cleanup, and removal.

Number of Trash Receptacles: 40

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:

Neighborhood Association

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: 11/05/2020 Date routed: 11/21/2020 Date for review: Website/Email

Special Events Committee Recommendation: _____

Yes No

Date routed to Mayor: _____

Mayor's Recommendation: _____

Yes No

Date routed to Council: _____

City Council Approval: _____

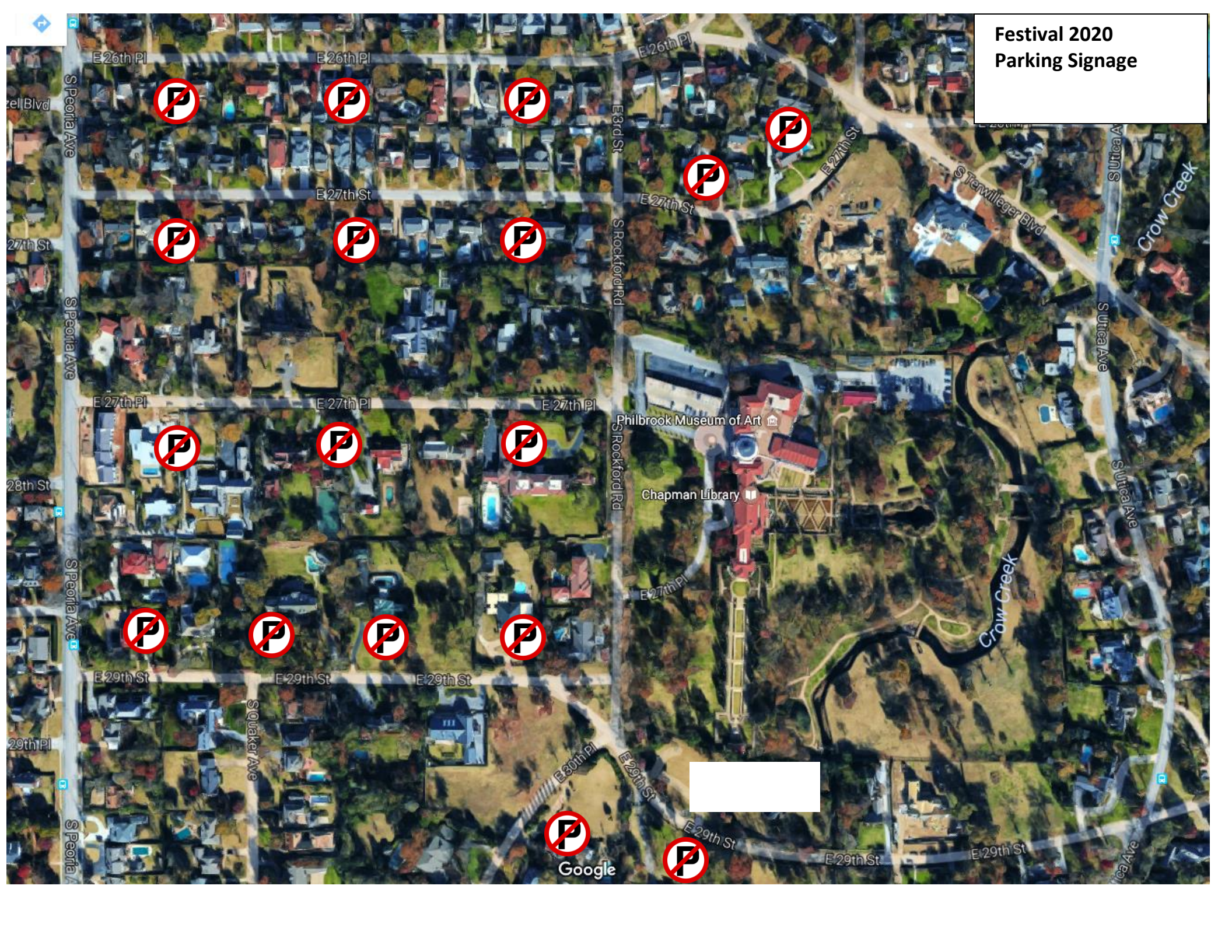
Yes No

Date Permit Issued: _____

Comments: Form revised 11/21/2020. Outstanding application

fee. Permit will not be issued until all required documents are uploaded into the portal.

**Festival 2020
Parking Signage**



Google

