



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: Arvest Winterfest Date(s) of Event: November 19, 2021 - January 3, 2022

Location Address: 200 S DENVER AVE W Council District(s): 4

Event Description: 14th Annual Arvest Winterfest - Outdoor winter festival featuring an ice skating rink, food, and performances.

**Event Category:** Festival/Celebration

**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Fireworks/Pyrotechnics, No Parking Signage, Street Closure

Anticipated Attendance: Total: 160000 Per Day: 3500

Anticipated Participants: Total: 35000 Per Day: 800

Number of Events for Monthly Event: NA

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

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Host Organization: ASM Global - BOK Center Website: www.bokcenter.com

Chief Officer of Host Organization: Evan Falat

Email and Phone: efalat@asmtulsa.com 918-894-4266

Applicant Name: BOK Center - ASM Tulsa - Vanessa Mancao

Email and Phone: vmancao@asmtulsa.com 918-978-8104

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Vanessa Mancao Mobile: 918-805-9262

Billing Contact: BOK Center - ASM Tulsa Phone: 918-894-4200

Billing Address: 200 S Denver AVE  
Tulsa OK 74103

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

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**Event Setup:** Date: 10/18/2021 Time: 10 a.m.  
Street Closure for Event Setup: Date: 10/18/2021 Time: 8 a.m.  
Street(s) to be Closed for Event Setup: See Maps

**Event Start:** Date: 11/19/2021 Time: 10 a.m.  
Street Closure for Event Start: Date: 11/19/2021 Time: 8 a.m.  
Street(s) to be Closed for Event Start: 3rd Street between Denver Ave. and Frisco Ave. East curb lane of Frisco Ave. from 2nd St. to 3th St.

Run, Walk, Parade Start Time: NA

Daily Event Hours: 10 a.m. - 11 p.m.

**Event End:** Date: 01/03/2022 Time: 10 p.m.  
Street Reopens after Event End: Date: 01/14/2022 Time: 5 p.m.  
**Event Teardown:** Date: 01/04/2022 Time: 8 a.m.  
Street Reopens after Event Teardown: Date: 01/14/2022 Time: 5 p.m.

## **Secondary Permits Required**

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

Number of Food Vendors: 0

Number of Food Trucks: 1

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

Number of Item Vendors: 0 Number of Service Vendors: 1

Number of Tents/Canopies: 1 - 40x50 Provider and Phone: BOK Center (918) 894-4200

Number of Inflatables: 0 Provider and Phone: NA

Number of Amusement Rides: 1 Provider and Phone: Magic Ice (877) 374-7465

Use of fireworks, rockets, lasers, or other pyrotechnics: Yes

Provider and Phone: Imperial Fireworks - Tiffany Dugan (918) 237-0537

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

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Security and/or Police: Contact, Email and Phone: BOK Center Security (G4S) 918-894-4395

Medical and/or First Aid Services: Contact, Email and Phone: EMSA (405) 297-7131 / 911

Traffic Control Barricade Company: Contact, Email and Phone: RoadSafe Traffic Systems (918) 425-4550

Equipment Setup: Date: 10/18/2021 Time: 8 a.m. Equipment Pickup: Date: 01/14/2022 Time: 5 p.m.

Crowd Management Fencing Company: Contact, Email and Phone: NA

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parking Type: Parking Garage, Street, ADA parking available, 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): Arvest Banks and Community Care

Name of Park and Location, if applicable: NA

Drone: Yes

Portable Toilets: Provider and Phone: At Your Service (918) 272-0568

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

Equipment Setup: Date: 11/02/2021 Time: 8 a.m.

Equipment Pickup: Date: 01/07/2022 Time: 5 p.m.

Other information: During events with 5000 or more attendance while Winterfest occupies 3rd St, Denver Ave between 3rd St and 2nd St will be closed 1 hour before doors open until 1 ½ hours past the end of the event. Tulsa Police will utilize police vehicles with activated emergency lights to close street.

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 20

Performer/Band name and music type: Carolers

Sound Amplification: Yes

Start Time: 10 a.m.

Finish Time: 11 p.m.

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

Over the rink speakers and microphone for announcements

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:

Sponsored signs and banners; Christmas and rink lighting

**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: BOK Staff will clean up the area during the entirety o the event; City of Tulsa street sweeper will clean the street after the event is over

Number of Trash Receptacles: 12

Number of Dumpsters: 1

Number of Recycling Containers: 6

Cleanup Service Provider and Phone, if applicable: BOK Center (918) 894-4200

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 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: 09/15/2021      Date routed: 09/29/2021      Date for review: 10/06/2021

Special Events Committee Recommendation: \_\_\_\_\_ Yes    No

Date routed to Mayor: \_\_\_\_\_      Mayor's Recommendation: \_\_\_\_\_      Yes    No

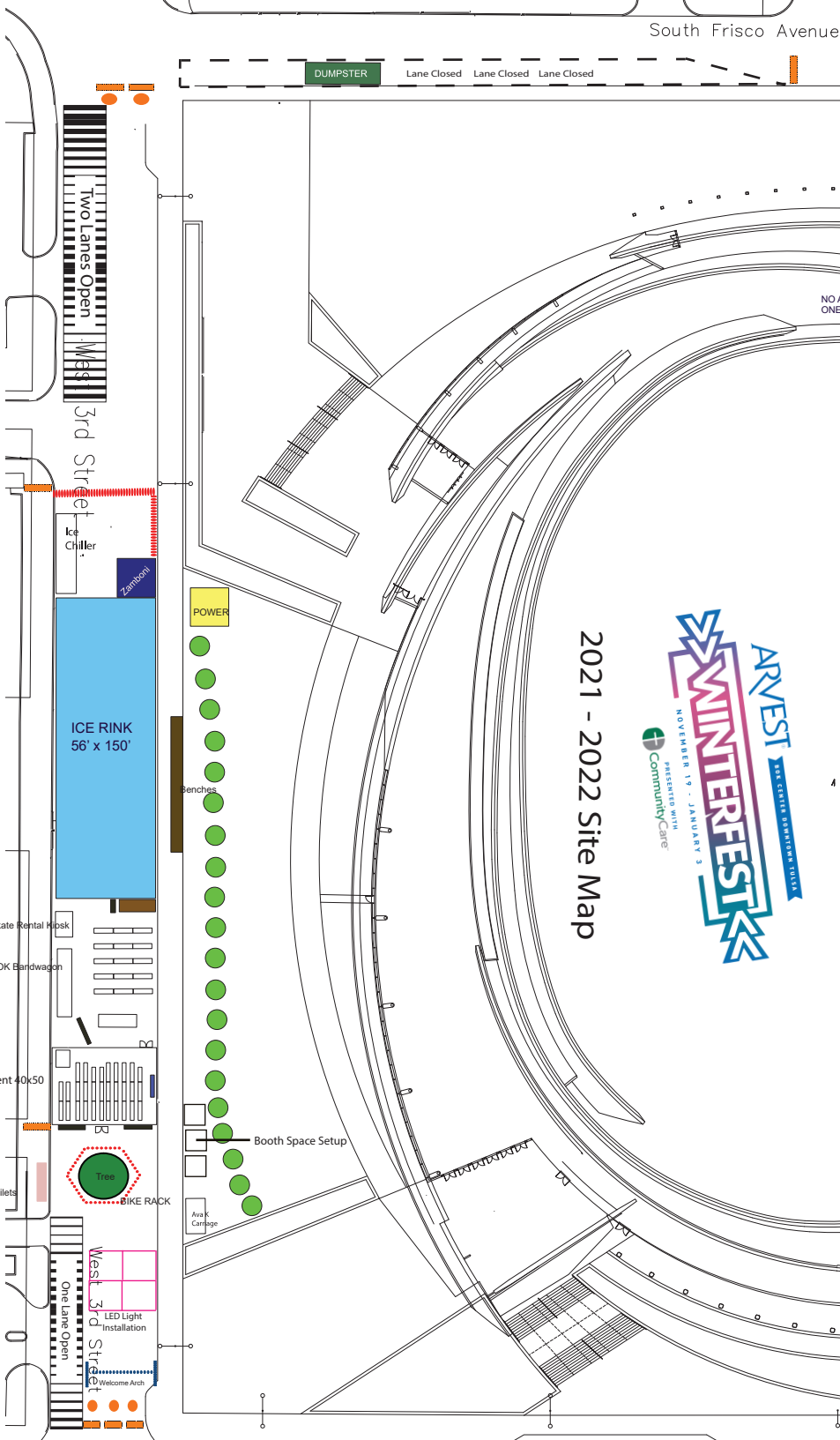
Date routed to Council: \_\_\_\_\_      City Council Approval: \_\_\_\_\_      Yes    No

Date Permit Issued: \_\_\_\_\_      Comments: Form and map revised 09/29/2021.

Will need horse-drawn carriage license.

DUMPSTER

Lane Closed Lane Closed Lane Closed



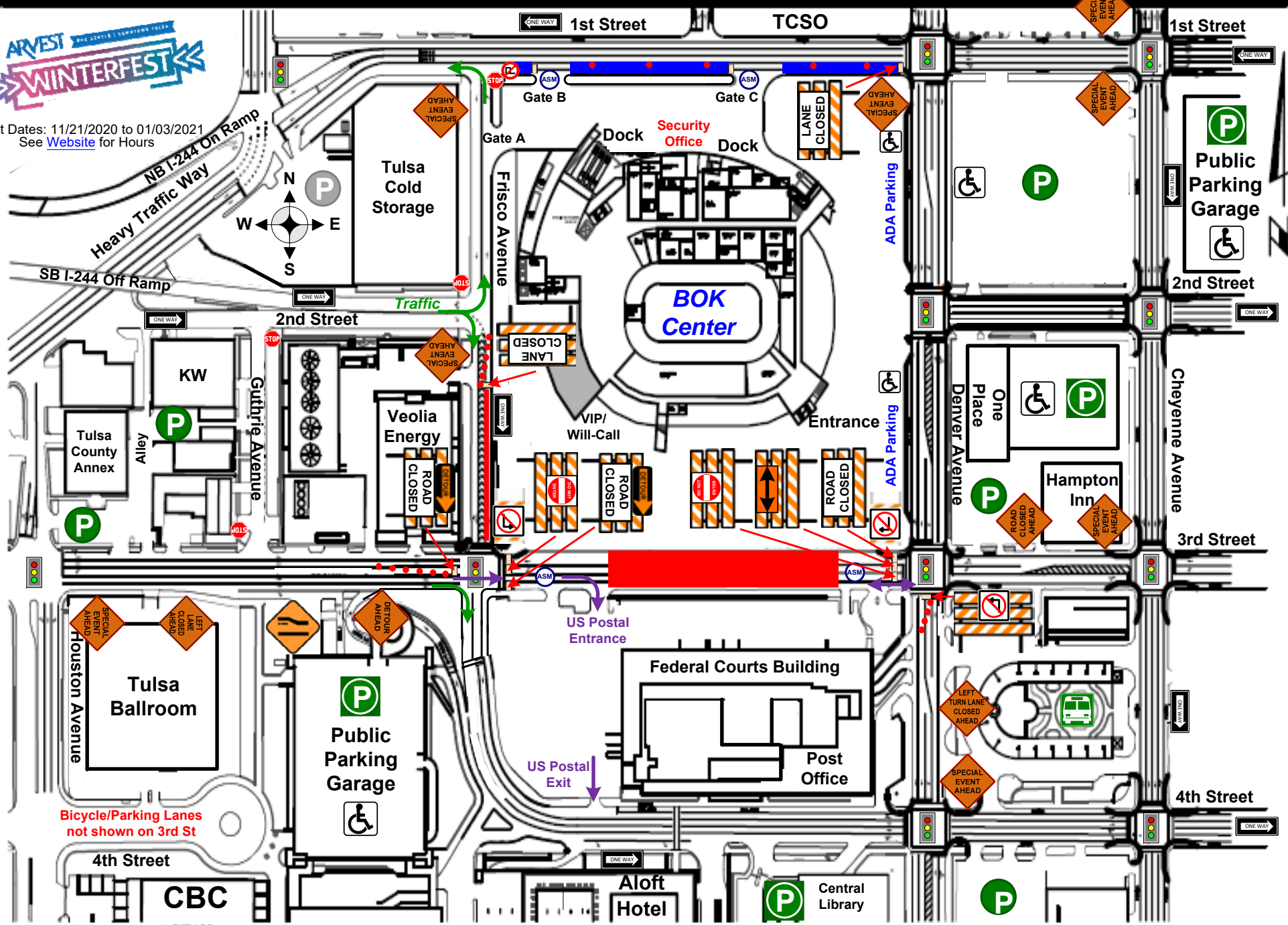
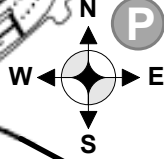
# 2021 - 2022 Site Map





Event Dates: 11/21/2020 to 01/03/2021  
See [Website](#) for Hours

NB I-244 On Ramp  
Heavy Traffic Way  
SB I-244 Off Ramp



Bicycle/Parking Lanes not shown on 3rd St



BOK Center Security  
 Tulsa Transit Station

Support Parking  
 Winterfest Venue

Road Closure | Oct. 18, 2021 @ 8 a.m. to Jan. 14, 2022 @ 5 p.m.