



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Philbrook Festival Nights Date(s) of Event: 11/26 to 12/24/2021
Location Address: 2727 S Rockford Rd. Council District(s): 4
Event Description: Thousands of lights illuminate the beautiful Philbrook Gardens. Celebrate the season with hot cocoa, musical light shows, take-and-make art projects, visits with Santa, and more. Select nights Nov. 26–Dec. 24, 2021. Advance, timed entry ticket required. Select your event date from the event listing below.

Event Category: Miscellaneous

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

Anticipated Attendance: Total: 12300 Per Day: 910

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 Art Website: https://philbrook.org/

Chief Officer of Host Organization: Scott Stulen

Email and Phone: sstulen@philbrook.org

Applicant Name: Philbrook Museum - Christine Hostetler

Email and Phone: chostetler@philbrook.org 630-862-7979

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Christine Hostetler Mobile: 630-862-7979

Billing Contact: Philbrook Museum Phone: 918-748-5261

Billing Address: 2727 S ROCKFORD RD E Tulsa
Tulsa OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/08/2021 Time: 8:00am

Street Closure for Event Setup: Date: Time:

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

Event Start: Date: 11/26/2021 Time: 5:30pm

Street Closure for Event Start: Date: 11/26/2021 Time: TBD

Street(s) to be Closed for Event Start: No street closures - Using No Parking signage within neighborhood

Run, Walk, Parade Start Time: NA

Daily Event Hours: 5:30-9:30pm

Event End: Date: 12/24/2021 Time: 9:30pm

Street Reopens after Event End: Date: 12/24/2021 Time: TBD

Event Teardown: Date: 01/03/2022 Time: TBD

Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

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

Number of Food Vendors: 1

Number of Food Trucks: 0

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

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

Number of Tents/Canopies: 2 10X10 Provider and Phone: Kitchen 27 Tents

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

Security and/or Police: Contact, Email and Phone: Todd Evans - Philbrook Chief of Security -
tevens@philbrook.org
Security: 918-748-5386

Medical and/or First Aid Services: Contact, Email and Phone: Individually hired, certified EMTs - booked by Todd
Evans, Chief of Security

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, ADA parking available, Paved Lot

Transportation Service: Shuttle Service

Transportation Service: Contact, Email and Phone: Shuttle service only provided for those who need ADA access
assistance. Executed on a case-by-case basis by Guest
Experiences with the help of Security and Facilities teams.

Sponsor and Other Event Information

Event Sponsor(s): Williams - Presenting Sponsor

Contributing Sponsors:

LUXA

TTCU Federal Credit Union

Zink Family Foundation

Lights Sponsor:

Integrity Lighting Inc.

Additional:

Georgeanna & Roger Thomas

Wendy & Gentner Drummond

Susan & Bill Thomas

Paul Nelson

Lane & Chris Hartshorn

Sandra & Edward Moore

Lacy & Albert Whitehead

Special thanks:

Christopher Murphy Designs

Jill Croka Designs

Cox Media Group/MIX 96.5

OMNI Lighting

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: NA

Total Number of Portable Toilets:

Number of ADA Accessible Portable Toilets:

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other information: 11/20 - 2 hour preview night, less than 500 expected, no "no parking" street signage expected
11/26, 11/27, 12/2, 12/3, 12/4, 12/9, 12/10, 12/11, 12/16, 12/17, 12/18, 12/23, 12/24, public
event nights - 'No parking' street signage in neighborhood as courtesy.
Festival neighborhood 'No Parking' signage: set out signs Thursday afternoons and pick them
Saturday evenings. (exceptions: Fri, 11/26 next week for setup and Fri, 12/24 for breakdown)
The first instance of setting out signs would be Friday, 11/26. The first Thursday we would set
out signs would be Thursday, 12/2.

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 5:30

Finish Time: 9:30

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

Integrity Lighting light show in back area of Museum

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:

Special light show created by Integrity Lighting in back garden area of museum

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Philbrook Facilities staff provides all on-site trash maintenance.

Number of Trash Receptacles: 15

Number of Dumpsters: 2

Number of Recycling Containers: 15

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: No street closure

Affidavit 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 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

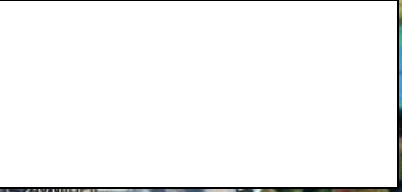
Date received: 11/09/2021 Date routed: 11/18/2021 Date for review: 11/22/2021

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: Added 'No Parking' signage 11/15/2021. Form revised 11/18/2021.



Google

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E 29th St

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E 29th St

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E 29th St

E 29th St

Philbrook Museum of Art

Chapman Library

Crow Creek

Crow Creek

S Peoria Ave

S Peoria Ave

S Peoria Ave

S Peoria Ave

E 3rd St

S Rockford Rd

S Rockford Rd

E 30th Pl

E 29th St

E 27th St

S Utica Ave

S Utica Ave

S Utica Ave

S Utica Ave

S Tenwilleger Blvd

Del Blvd

27th St

28th St

29th Pl

Squaker Ave

lea Ave