



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Philbrook Wine Experience 2022Date(s) of Event: April 21-23, 2022Location Address: 2727 S ROCKFORD RD ECouncil District(s): 4

Event Description: Philbrook Wine Experience connects select international vintners with wine enthusiasts from across the country during a 3-event weekend to benefit Philbrook Museum of Art and the community of Tulsa.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Open Flame, Live Entertainment, Merchandise Sales, No Parking Signage, Private Property, Street Closure

Anticipated Attendance: Total: 1500Per Day: 750Anticipated Participants: Total: 1500Per Day: 750

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Philbrook Museum of ArtWebsite: https://philbrook.org/Chief Officer of Host Organization: Megan NesbitEmail and Phone: mnesbit@philbrook.org 918-748-5332Applicant Name: Philbrook Museum of Art - Jay JamisonEmail and Phone: jjamison@philbrook.org 918-748-5361

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Jay JamisonMobile: 918-748-5361Billing Contact: Philbrook Museum of ArtPhone: 918-748-5361Billing Address: 2727 S Rockford RD
Tulsa OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 04/11/2022 Time: 7:00am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 04/21/2022 Time: 5:30pm
Street Closure for Event Start: Date: 04/22/2022 Time: 8:30am
Street(s) to be Closed for Event Start: See Traffic Control Map and Daily Event Hours.
Run, Walk, Parade Start Time: NA
Daily Event Hours: Thursday, April 21, 5:30-8:30pm (No Street Closures)
Friday, April 22, 10am-9pm (Street closures 8:30am through 10pm)
Saturday, April 23, 5pm-midnight (Street closures noon-midnight)

Event End: Date: 04/23/2022 Time: 11:59pm
Street Reopens after Event End: Date: 04/23/2022 Time: 11:59pm

Event Teardown: Date: 04/23/2022 Time: 10:00pm
Street Reopens after Event Teardown: Date: 04/23/2022 Time: 11:59pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Free Alcohol/wine/high point beer
Number of Food Vendors: 25
Number of Food Trucks: 0
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 1 Number of Service Vendors: 8
Number of Tents/Canopies: 10 Provider and Phone: 82 x 148 main tent; 20 x 70 tent; (8) 20 x 20 Party Pro Rents, Stephanie Layson (918) 622-8102
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: Philbrook Chief of Security, Todd Evans (918) 748-5333

Medical and/or First Aid Services: Contact, Email and Phone: Contract EMT TBD

Traffic Control Barricade Company: Contact, Email and Phone: TranSolPro, Kevin Sparks (918) 830-0315, kevin@transolpro.com

Equipment Setup: Date: 04/22/2022 Time: 8am Equipment Pickup: Date: 04/23/2022 Time: Midnight

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

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

Parking Type: Parking Garage, Street, Unpaved Lot, ADA parking available, Paved Lot

Transportation Service: Valet Service

Transportation Service: Contact, Email and Phone: Royal Valet, Mandy McElroy (918) 935-6070, mandy@royalvalettulsa.com

Sponsor and Other Event Information

Event Sponsor(s): Luxa Enterprises
Full list at philbrook.org/wine

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: At Your Service (918) 935-6070

Total Number of Portable Toilets: 5 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 04/11/2022 Time: 9:00am

Equipment Pickup: Date: 04/25/2022 Time: 9:00am

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 9pm

Finish Time: 11:30pm

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

Small sound system for live band

Sound checks conducted prior to the event: Yes

Start Time: 8pm

Finish Time: 9pm

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:

Signage and banners throughout event and streets.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Philbrook team and additional support clean up all trash and debris. Vendors are responsible for and remove of their own equipment and debris following event.

Number of Trash Receptacles: 50

Number of Dumpsters: 2

Number of Recycling Containers: 2

Cleanup Service Provider and Phone, if applicable: Additional event ecology support from TranSolPro

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents, Neighborhood Assn

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 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: 03/26/2022 Date routed: 04/14/2022 Date for review: 04/20/2022

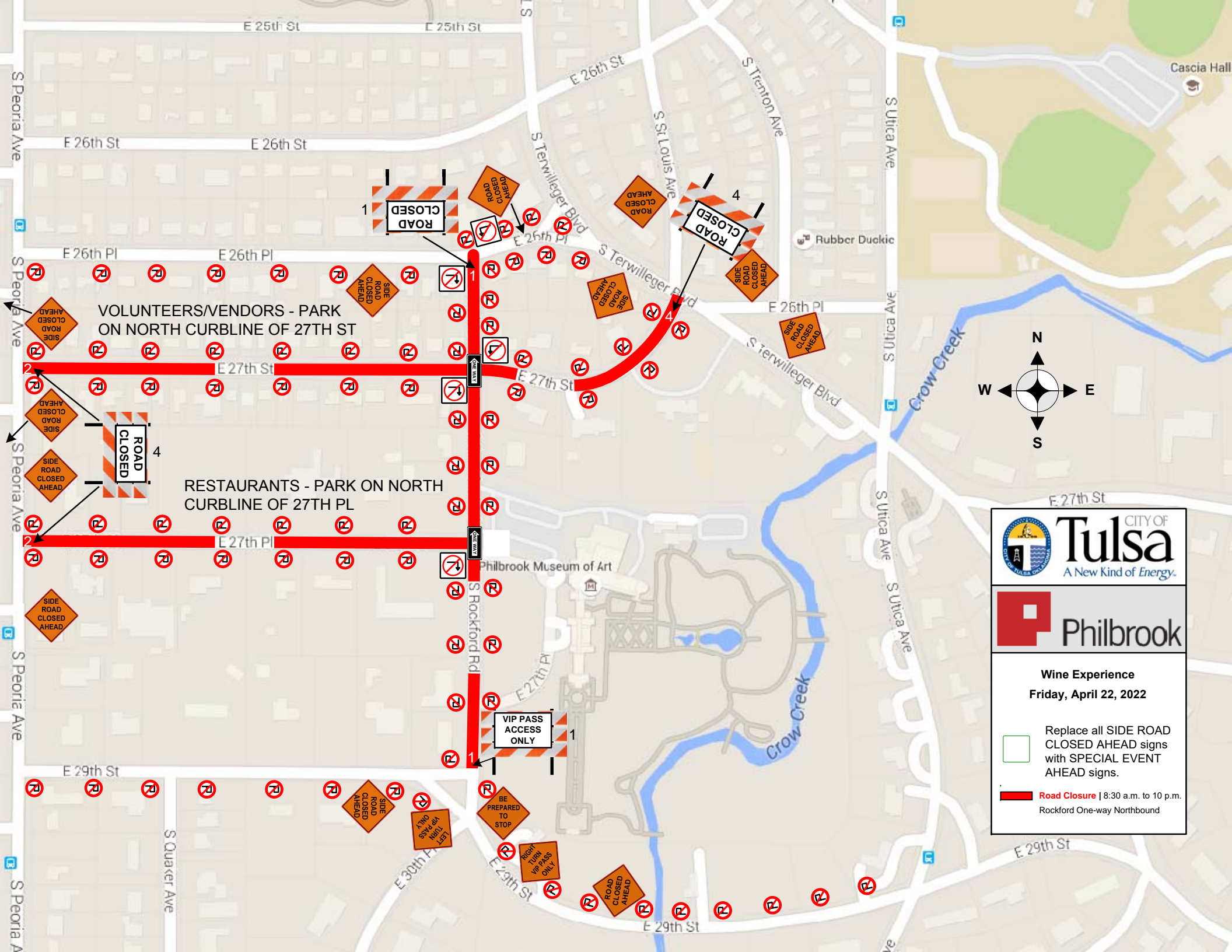
Special Events Committee Recommendation: _____ Yes No

Date routed to Mayor: _____ Mayor's Recommendation: _____ Yes No

Date routed to Council: _____ City Council Approval: _____ Yes No

Date Permit Issued: _____ Comments: Fees outstanding. Form revised 04/14/2022.

Traffic Control Plan map timeline revision including replacing all Side Road Closed Ahead signs with Special Event Ahead signs 04/14/2022.



VOLUNTEERS/VENDORS - PARK ON NORTH CURBLINE OF 27TH ST

RESTAURANTS - PARK ON NORTH CURBLINE OF 27TH PL

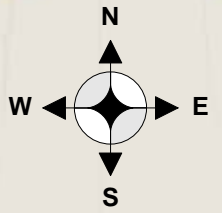
Philbrook Museum of Art

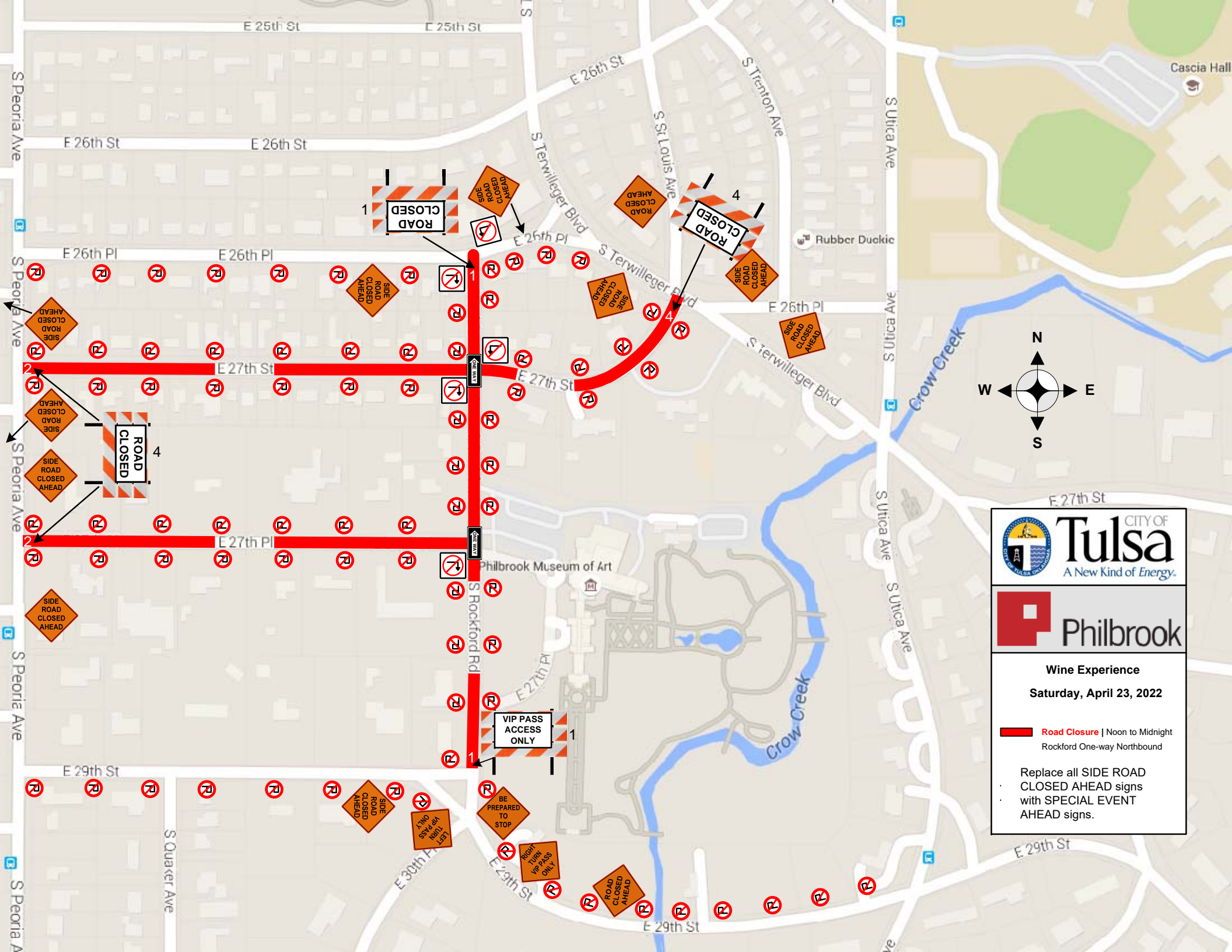


Wine Experience
Friday, April 22, 2022

Replace all SIDE ROAD CLOSED AHEAD signs with SPECIAL EVENT AHEAD signs.

Road Closure | 8:30 a.m. to 10 p.m.
Rockford One-way Northbound





Wine Experience
Saturday, April 23, 2022

Road Closure | Noon to Midnight
 Rockford One-way Northbound

Replace all SIDE ROAD CLOSED AHEAD signs with SPECIAL EVENT AHEAD signs.

