



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Tulsa Gives Back Date(s) of Event: May 20, 2022

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

Event Description: Dinner & Concert for 700 Guests

Event Category: Concert/Performance

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Lane Closure, Live Entertainment, No Parking Signage, Sidewalk Closure, Private Property, Street Closure

Anticipated Attendance: Total: 700 Per Day: 700

Anticipated Participants: Total: 700 Per Day: 700

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: Megan Nesbit

Email and Phone: mnesbit@philbrook.org 918-748-5332

Applicant Name: L. NEAL Productions Ltd. Co. - Neal Kuykendall

Email and Phone: lnealkuykendall@gmail.com 918-851-3462

Professional Event Organizer: Mary Fenci

Email and Phone: 918-809-5862

On-site Contact: Jay Jamison Mobile: 918-748-5361

Billing Contact: L. NEAL Productions Ltd. Co. Phone: 918-851-3462

Billing Address: 3413 North Wild Mountain Road 3413 North Wild Mountain Road
Tulsa OK 74127

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/13/2022 Time: 9:00 AM

Street Closure for Event Setup: Date: 05/20/2022 Time: 9:00 AM

Street(s) to be Closed for Event Setup: TCP map is still being revised

Event Start: Date: 05/20/2022 Time: 6:00 PM

Street Closure for Event Start: Date: 05/20/2022 Time: 9:00 AM

Street(s) to be Closed for Event Start: E 26th Pl, E 27th St, E 27th Pl, E 29th St, S Quaker Ave, E. 30th Pl, Rockford Road - Between Peoria-Rockford-Terwilliger (See Map)

Run, Walk, Parade Start Time: N/A

Daily Event Hours: 6:00 - 11:00 PM

Event End: Date: 05/20/2022 Time: 11:00 PM

Street Reopens after Event End: Date: 05/20/2022 Time: 12:00 AM

Event Teardown: Date: 05/21/2022 Time: 9:00 AM

Street Reopens after Event Teardown: Date: 05/20/2022 Time: 12:00 AM

Secondary Permits Required

Beer Sales, Alcohol Sales: Free Alcohol/wine/high point beer

Number of Food Vendors: 1

Number of Food Trucks: 0

Food Cooked on-site: No Fuel(s) to be used:

Number of Item Vendors: 0 Number of Service Vendors: 8

Number of Tents/Canopies: 10 Provider and Phone: (1) 82x148 / (2) 30x30 / (5) 20x20 / (2) 20x40 Party Pro Rents (918) 622-8102

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: Vendor Security – Ron Owens of First Strike (918) 955-2502
Philbrook Security - Todd Evans (918) 748-5386

Medical and/or First Aid Services: Contact, Email and Phone: Camilo Sanchez - (918) 313-8779

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

Equipment Setup: Date: 05/20/2022 Time: 9:00 AM Equipment Pickup: Date: 05/21/2022 Time: 9:00 AM

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: Valet Service, Ride Share

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

Sponsor and Other Event Information

Event Sponsor(s): N/A

Name of Park and Location, if applicable: N/A

Drone: No

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

Total Number of Portable Toilets: 26 Number of ADA Accessible Portable Toilets: 3

Equipment Setup: Date: 05/17/2022 Time: 9:00 AM

Equipment Pickup: Date: 05/23/2022 Time: 9:00 AM

Other information: N/A

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Pitbull - Pop music 8-9:30pm
DJ - Pre-recorded music - 7-8pm and 9:30-11pm

Sound Amplification: Yes Start Time: 7:00 PM Finish Time: 11:00 PM

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

Live concert professional setup with sound and lighting

Sound checks conducted prior to the event: Yes Start Time: 4:00 PM Finish Time: 5:00 PM

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:

Lighting company - NMR / Integrity Lighting

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Trash bussed by Kitchen 27 Restaurant/Palace Catering with supplemental custodians monitoring event and restroom cleanliness by Transol Pro with trash transport to onsite dumpster or recycling dumpster.

Number of Trash Receptacles: 10 Number of Dumpsters: 2 Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: Kitchen 27 Restaurant / Palace Catering - Brooke Shrader (918) 438-1234

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

Presented Event Concept to:

Residents

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: 04/27/2022 Date routed: 05/12/2022 Date for review: 05/18/2022

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: Partial fees outstanding, TCP needs revision and form revised 05/12/2022.



TULSA GIVES BACK PARKING MAP

L. NEAL PRODUCTIONS LTD



**SOUTH GATE OPEN
ALL VEHICLES ENTER HERE**

TRAILER RESTROOM

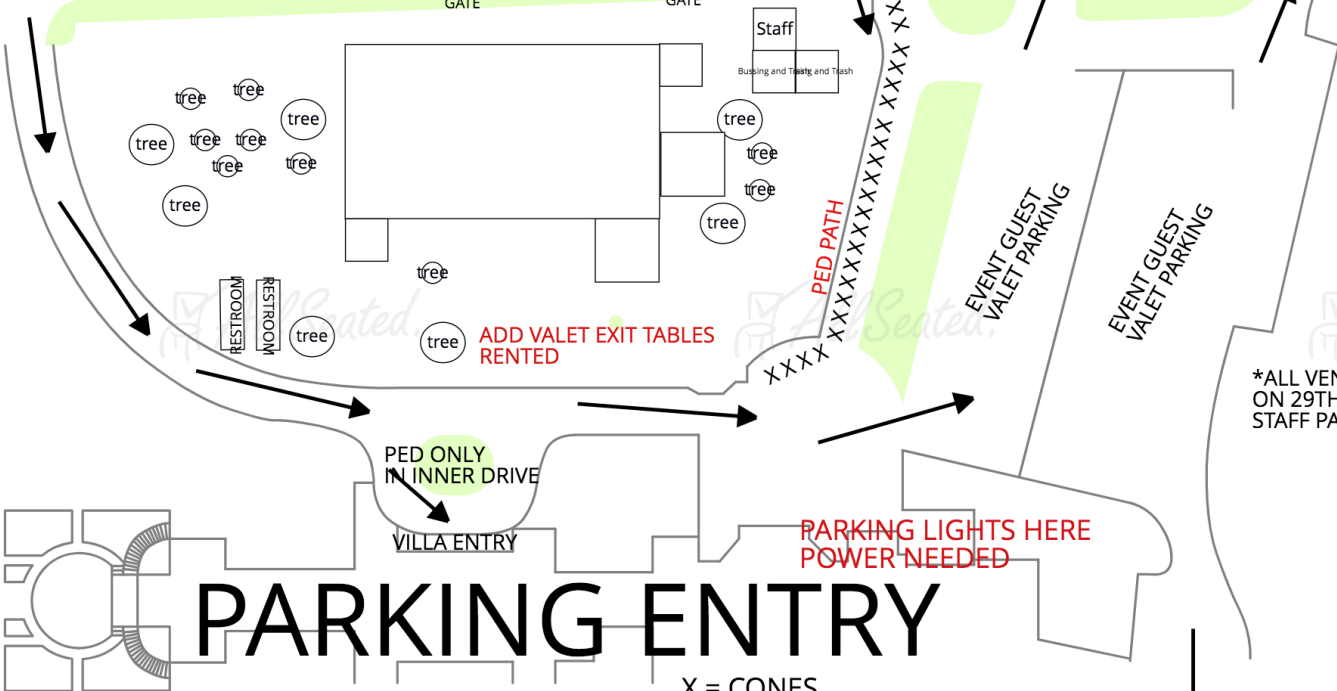
REFRIG POD

**PARKING LIGHTS HERE
POWER NEEDED**

MAIN EXIT OPEN
PEDESTRIAN ENTER

MAIN ENTRY OPEN
VALET EXIT ONLY

NORTH GATE OPEN
VALET EXIT ONLY



**ADD VALET EXIT TABLES
RENTED**

PED ONLY
IN INNER DRIVE

**PARKING LIGHTS HERE
POWER NEEDED**

PARKING ENTRY

X = CONES
NOTE - LAYOUT ONLY
QUANTITY AS NEEDED

*ALL VENDOR AND STAFF PARKING
ON 29TH ST/GRASS LOT - NO
STAFF PARKING ONSITE

ADDITIONAL EVENT
GUEST VALET PARKING
IN LOWER STAFF LOT BELOW



