



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Festival 2022 Date(s) of Event: November 19, 25, 26 and December 2, 3, 9 10, 15, 16, 17, 21, 22, 23, 24, 2022

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

Event Description: Annual holiday celebration of lights, art and art-making activities, and gardens

Event Category: Festival/Celebration

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

Anticipated Attendance: Total: 14000 Per Day: 1000

Anticipated Participants: Total: 0 Per Day: 0

Number of Events for Monthly Event: N/A

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Philbrook Museum of Art Website: https://philbrook.org/
https://philbrook.org/

Chief Officer of Host Organization: Megan Nesbit

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

Applicant Name: Philbrook Museum of Art - Jay Jamison

Email and Phone: jjamison@philbrook.org 918-748-5361

Professional Event Organizer: N/A

Email and Phone:

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

Billing Contact: Philbrook Museum of Art Phone: 918-748-5361

Billing Address: 2727 S Rockford RD
Tulsa OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/19/2022 Time: Noon
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A

Event Start: Date: 11/19/2022 Time: 6 p.m.
Street Closure for Event Start: Date: Time: N/A
Street(s) to be Closed for Event Start: N/A
Run, Walk, Parade Start Time: N/A
Daily Event Hours: Preview Party: 6 to 8 p.m. Nov. 19
Public Festival Nights: 5:30 to 9:30 p.m. November 25, 26 and December 2, 3, 9 10, 15, 16, 17, 21, 22, 23, 24, 2022

Event End: Date: 12/24/2022 Time: 9:30pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 12/26/2022 Time: 8:00am
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: 0
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 1 Number of Service Vendors: 3
Number of Tents/Canopies: (2) 10x10 Provider and Phone: Philbrook-owned pop-up canopies
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 (918) 346-4374, tevans@philbrook.org

Medical and/or First Aid Services: Contact, Email and Phone: Contract EMT: Personnel TBD
Managed by Todd Evans, Philbrook Chief of Security
(918) 346-4374,

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 Presenting Sponsor

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

Drone: Yes

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: No parking signage set by Philbrook staff on streets where parking is already restricted per request of Museum Neighborhood Association. Signage to be set out and picked up weekly.

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 p.m.

Finish Time: 9:30 p.m.

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

Speaker system to accompany holiday lights show in gardens

Sound checks conducted prior to the event: Yes

Start Time: 5:00 p.m.

Finish Time: 5:30 p.m.

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:

Holiday lights and light show throughout museum campus. No lasers used.

Small sponsor banners and event signage on Rockford Rd and throughout museum campus.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Philbrook custodial and operations team provides event cleanup, trash and recycling removal daily

Number of Trash Receptacles: 20

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:

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

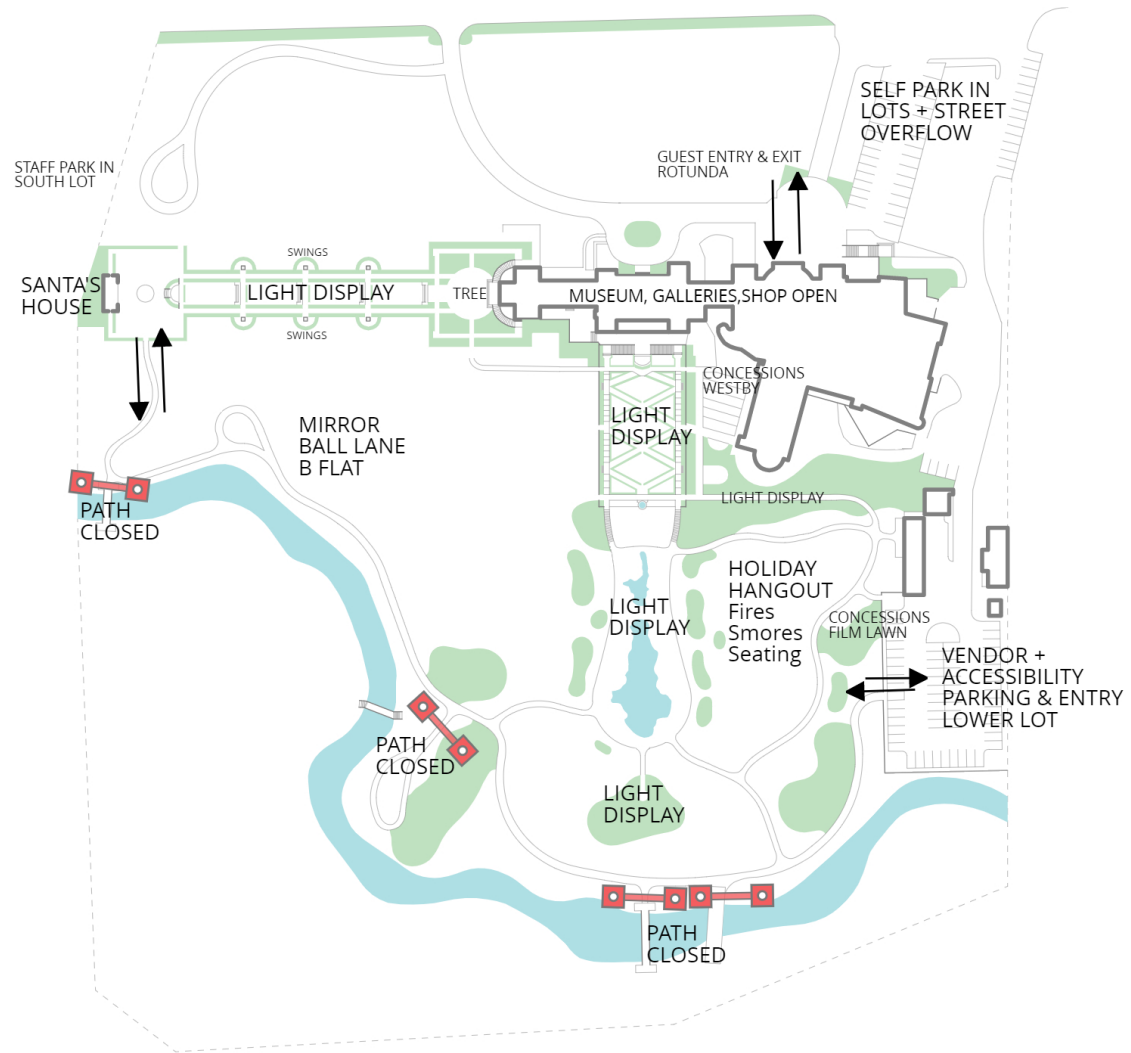
Date received: 10/25/2022 Date routed: 11/02/2022 Date for review: 11/14/2022

Special Events Committee Recommendation: _____ Yes No

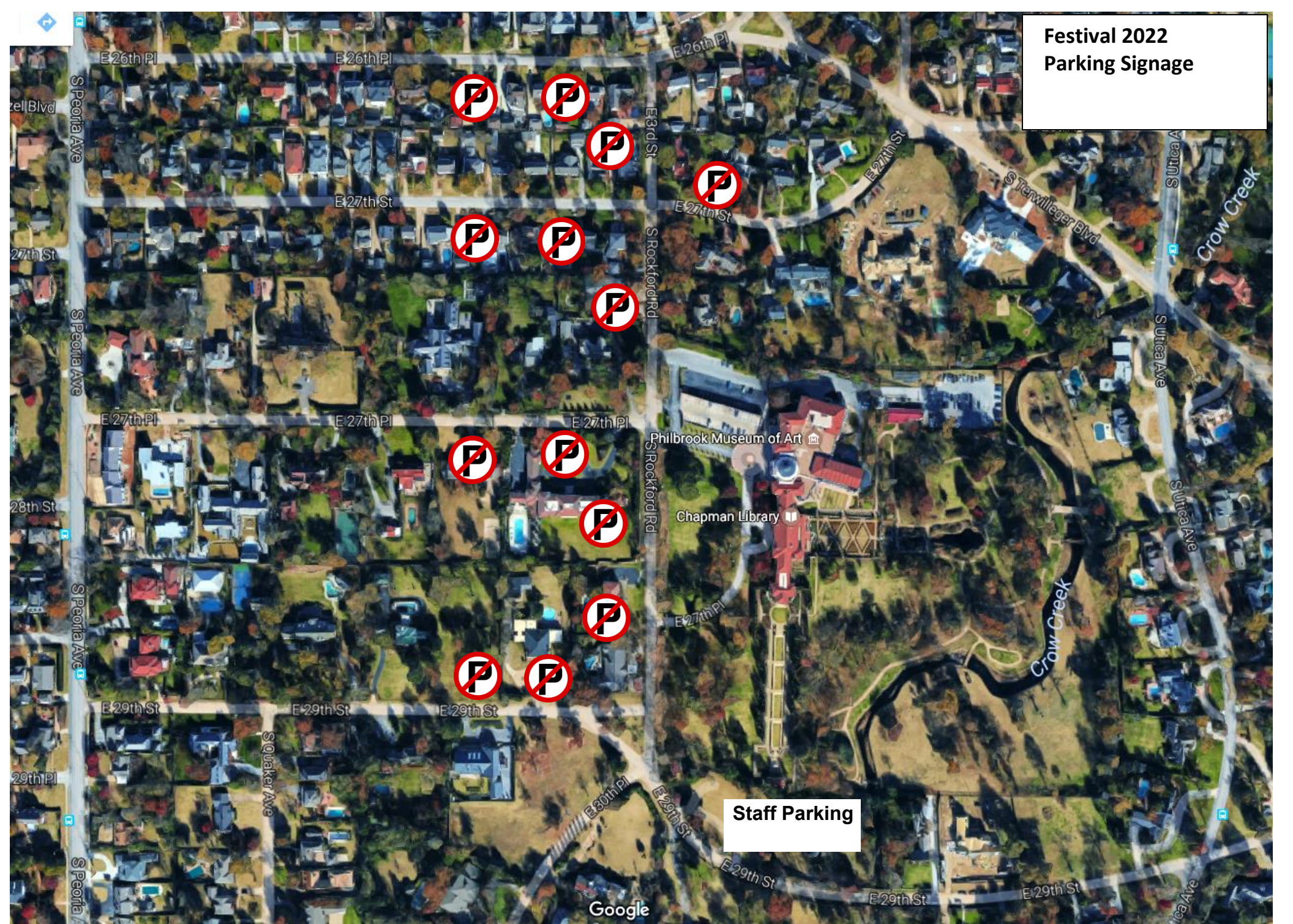
Date routed to Mayor: _____ Mayor's Recommendation: _____ Yes No

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

Date Permit Issued: _____ Comments: Form revised 11/02/2022.



**Festival 2022
Parking Signage**



Staff Parking