



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: Valet Parking Date(s) of Event: 12/3/2022 and 12/9/2022  
 Location Address: 300 S Houston Ave Council District(s): 4  
 Event Description: Company Holiday Parties  
**Event Category:** Street, Lane, or Sidewalk Closure  
**Event Includes:** Public Right of Way, Lane Closure  
 Anticipated Attendance: Total: 1400 Per Day: 700  
 Anticipated Participants: Total: 0 Per Day: 0  
 Number of Events for Monthly Event: 2

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

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Host Organization: Royal Valet Website: https://www.royalvalettulsa.com/  
 Chief Officer of Host Organization: Mandy McElroy  
 Email and Phone: mandy@royalvalettulsa.com 918-935-6070  
 Applicant Name: Royal Valet - Mandy McElroy  
 Email and Phone: mandy@royalvalettulsa.com 918-935-6070  
 Professional Event Organizer: Same  
 Email and Phone:  
 On-site Contact: Mandy McElroy Mobile: 918-935-6070  
 Billing Contact: Royal Valet Phone: 918-935-6070  
 Billing Address: 1831 East 71st Street Ste 239  
Tulsa OK 74136

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

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**Event Setup:** Date: 12/03/2022 Time: 5 pm  
Street Closure for Event Setup: Date: 12/03/2022 Time: 5 pm  
Street(s) to be Closed for Event Setup: West lane of northbound Houston Ave from 3rd St to entrance to CBCC driveway 5 pm to 7 pm

**Event Start:** Date: 12/03/2022 Time: 6 pm  
Street Closure for Event Start: Date: 12/03/2022 Time: 5 pm  
Street(s) to be Closed for Event Start: West lane of northbound Houston Ave from 3rd St to entrance to CBCC driveway 5 pm to 7 pm

Run, Walk, Parade Start Time: NA

Daily Event Hours: KES Holiday Party 12/03/2022 - 6 to 11 pm - Attendance 700  
Magellan Holiday Party 12/09/2022 - 6 to 11 pm - Attendance 700

**Event End:** Date: 12/09/2022 Time: 11 pm  
Street Reopens after Event End: Date: 12/09/2022 Time: 7 pm

**Event Teardown:** Date: 12/09/2022 Time: 11 pm  
Street Reopens after Event Teardown: Date: 12/09/2022 Time: 7 pm

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable

Number of Food Vendors: 0

Number of Food Trucks: 0

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

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

Number of Tents/Canopies: 0 Provider and Phone: NA

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**

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Security and/or Police: Contact, Email and Phone: TCSO Justin Green (918) 607-9372

Medical and/or First Aid Services: Contact, Email and Phone: NA

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: Paved Lot

Transportation Service: Valet Service

Transportation Service: Contact, Email and Phone: Royal Valet (918) 935-6070

**Sponsor and Other Event Information**

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Event Sponsor(s): Event for KES and Magellan

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:    Provider and Phone: NA

Total Number of Portable Toilets: 0                      Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date:                      Time:

Equipment Pickup: Date:                      Time:

Other information: NA

**Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: No

Start Time:

Finish Time:

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

NA

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:

NA

**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: NA

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

**Affidavit 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: 11/29/2022 Date routed: 11/30/2022 Date for review: \*Email Review

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 paid 11/30/2022. \*Next SEC meeting  
12/14/2022.