



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Toyland Ball Date(s) of Event: 1/28/2023
 Location Address: 400 S Houston Ave Council District(s): 4
 Event Description: Fundraising Gala at the COX Business Center
Event Category: Street, Lane, or Sidewalk Closure
Event Includes: Public Right of Way, Lane Closure
 Anticipated Attendance: Total: 500 Per Day: 500
 Anticipated Participants: Total: 0 Per Day: 0
 Number of Events for Monthly Event: No - NA

Host Organization, Applicant and Professional Event Organizer Information

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: NA
 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

Event Setup: Date: 01/28/2023 Time: 6pm
Street Closure for Event Setup: Date: 01/28/2023 Time: 5pm
Street(s) to be Closed for Event Setup: East curb lane of northbound Houston Ave from 4th St to 3rd St

Event Start: Date: 01/28/2023 Time: 6pm
Street Closure for Event Start: Date: 01/28/2023 Time: 5pm
Street(s) to be Closed for Event Start: East curb lane of northbound Houston Ave from 4th St to 3rd St
Run, Walk, Parade Start Time: NA
Daily Event Hours: NA

Event End: Date: 01/28/2023 Time: 11pm
Street Reopens after Event End: Date: 01/28/2023 Time: 11pm
Event Teardown: Date: 01/28/2023 Time: 11pm
Street Reopens after Event Teardown: Date: 01/28/2023 Time: 11pm

Secondary Permits Required

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

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

Event Sponsor(s): NA

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: Blocking lane with TCSO units using emergency lights and traffic cones.

Entertainment and Related Activities

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

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:

Other entities - COX Business Center and State Building

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: 01/23/2023 Date routed: 01/26/2023 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: *Next SEC meeting 02/15/2023.