



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

---

Name of Event: Films on the Lawn

Date(s) of Event: July 21, 2023

Location Address: Start: 2727 S Rockford Rd  
End: 2727 S Rockford Rd

Council District(s): 4

Event Description: For more than 50 years, Philbrook "Films on the Lawn" has entertained countless people in the Tulsa community.

This year, Films on the Lawn returns with even more surprises! In 2023, each film will have specially curated pre-event programming alongside community collaborations. Bring your friends and family to an exciting evening full of movies, food, music, and more!

FOWLER AUTOMOTIVE PRESENTS FILMS ON THE LAWN 2023:  
July 21 – Harry Potter & the Prisoner of Azkaban

Event Category: Miscellaneous

Event Includes: Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Live Entertainment, Food Sales, No Parking Signage, Private Property, Food Truck

Anticipated Attendance: Total: 700

Per Day: 700

Anticipated Participants: Total: 8

Per Day: 8

Number of Events for Monthly Event: No

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

---

Host Organization: Philbrook Museum of Art

Website: http://www.philbrook.org/

Chief Officer of Host Organization: Jay Jamison

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

Applicant Name: Cristen Burdell

Email and Phone: cburdell@philbrook.org 918-770-1250

Professional Event Organizer:

Email and Phone:

On-site Contact: Cristen Burdell

Mobile: 918-770-1250

Billing Contact: Revenue Projects Producer

Phone: 918-770-1250

Billing Address: 2727 S ROCKFORD RD E  
Tulsa, OK 74114

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

---

**Event Setup:** Date: 07/21/2023 Time: 6PM  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: No street closures necessary -- Parking signage will suffice

**Event Start:** Date: 07/21/2023 Time: 6PM  
Street Closure for Event Start: Date: Time:  
Street(s) to be Closed for Event Start: No street closures necessary -- Parking signage will suffice  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: NA

**Event End:** Date: 07/21/2023 Time: 11:15PM  
Street Reopens after Event End: Date: Time:

**Event Teardown:** Date: 07/21/2023 Time: 11:15PM  
Street Reopens after Event Teardown: Date: Time:

## ***Secondary Permits Required***

---

Beer Sales, Alcohol Sales: Beer Sales  
Number of Food Vendors: 3  
Number of Food Trucks: 2  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number & Sizes of Tents: 4 10x10 canopies Provider and Phone: Philbrook owned  
Number of Inflatables: No 0 Provider and Phone: NA  
Number of Amusement Rides: No 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: Yes Contact, Email and Phone: Philbrook Security (918) 748-5386

Medical and/or First Aid Services: No Contact, Email and Phone: NA

Traffic Control Barricade Company: No Contact, Email and Phone: NA

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

Crowd Management Fencing Company: No Contact, Email and Phone: NA

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

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

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

**Sponsor and Other Event Information**

---

Event Sponsor(s): Fowler Automotive

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: No 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 Event Information: Future Separate Permits Required for each Month: 8/25/23, 9/29/23, 10/17/23  
Aug 25 – Top Gun  
September 29 – Internet Cat Video Festival  
October 27 – Clue

**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: 6PM

Finish Time: 11:15PM

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

Speakers for the film screen

Sound checks conducted prior to the event: Yes

Start Time: 4:30PM

Finish Time: 6PM

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

Colored uplights on trees

**Mitigation of Impact**

---

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Philbrook event support team to clean up lawn

Number of Trash Receptacles: 5

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Neighborhood Assn

If not presented, please explain:

**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 of 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: 07/06/2023      Date routed: 07/11/2023      Date for review: 07/12/2023

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: SEC meeting 07/12/2023.

Application revised 07/11/2023.

---

Parking Signage



Support  
Parking



