



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Philbrook Festival Date(s) of Event: November 24, 25,
December 1, 2, 8, 9, 14, 15, 16, 20, 21, 22,
23, 27, 28, 29, 30, 2023

Location Address: Start: 2727 S Rockford Rd Council District(s): 4
End: 2727 S Rockford Rd

Event Description: The most beautiful place in Oklahoma. The most wonderful time of the year.
Enjoy thousands of holiday lights, music, and fun for the whole family at Festival Nights, an
unforgettable indoor and outdoor holiday experience. Sip cocoa by the fire, say hello to Santa,
take home a one-of-kind art project, and marvel at the sights and sounds of the season. Select
nights. Advance, timed entry ticket required.
<https://philbrook.org/visit/fundraising/festival/>

Event Category: Festival/Celebration

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

Anticipated Attendance: Total: 8500 Per Day: 500

Anticipated Participants: Total: 0 Per Day: 0

Number of Events for Monthly Event: No

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: Cristen Burdell

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

Professional Event Organizer:

Email and Phone:

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

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: 11/24/2023 Time: 8:00am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - "No Parking" Signage 72-hours in advance

Event Start: Date: 11/24/2023 Time: 5:30pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA - "No Parking" Signage 72-hours in advance
Run, Walk, Parade Start Time: NA
Daily Event Hours: Festival Nights: 5:30-9:30pm

Event End: Date: 12/30/2023 Time: 9:30pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 12/30/2023 Time: 10:00pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Wine Sales, Alcohol (Spirits) Sales, Beer Sales
Number of Food Vendors: 2
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 1 Number of Service Vendors: 0
Number & Sizes of Tents: 0 Provider and Phone: NA
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 Staff (918) 748-5332

Medical and/or First Aid Services: Yes Contact, Email and Phone: Camilo Sanchez, arranged by Philbrook Security (918) 748-5332, dculver@philbrook.org

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: Parking Garage, 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): Philbrook, Williams, Integrity Lighting

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: No Provider and Phone: NA

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

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other Event Information: See Parking and Site Maps

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: 5:30pm

Finish Time: 9:30pm

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

Integrity Lighting Sound Equipment for East Formal Light Show

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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:

Holiday Lights throughout campus, Banners on museum gates

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: On-Staff Custodial (918) 748-5332

Number of Trash Receptacles: 20

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: Yes Provider and Phone: On-Staff Custodial (918) 748-5332

Presented Event Concept to:

Neighborhood Assn

If not presented, please explain:

NA

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: 10/16/2023 Date routed: 11/03/2023 Date for review: 11/15/2023

Special Events Committee Recommendation: _____ Yes No _____

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

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

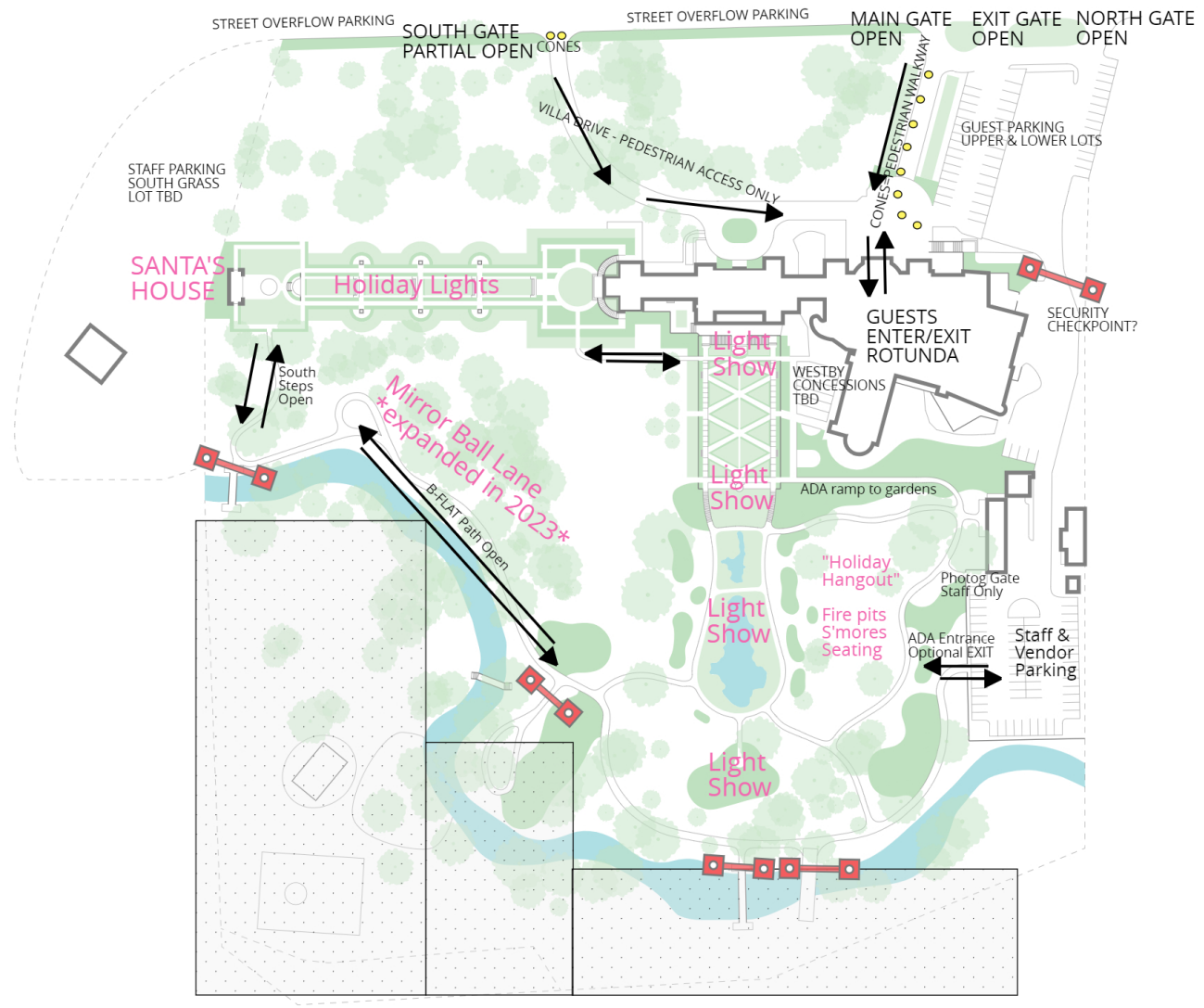
Date Permit Issued: _____ Comments: SEC meeting 11/15/2023.

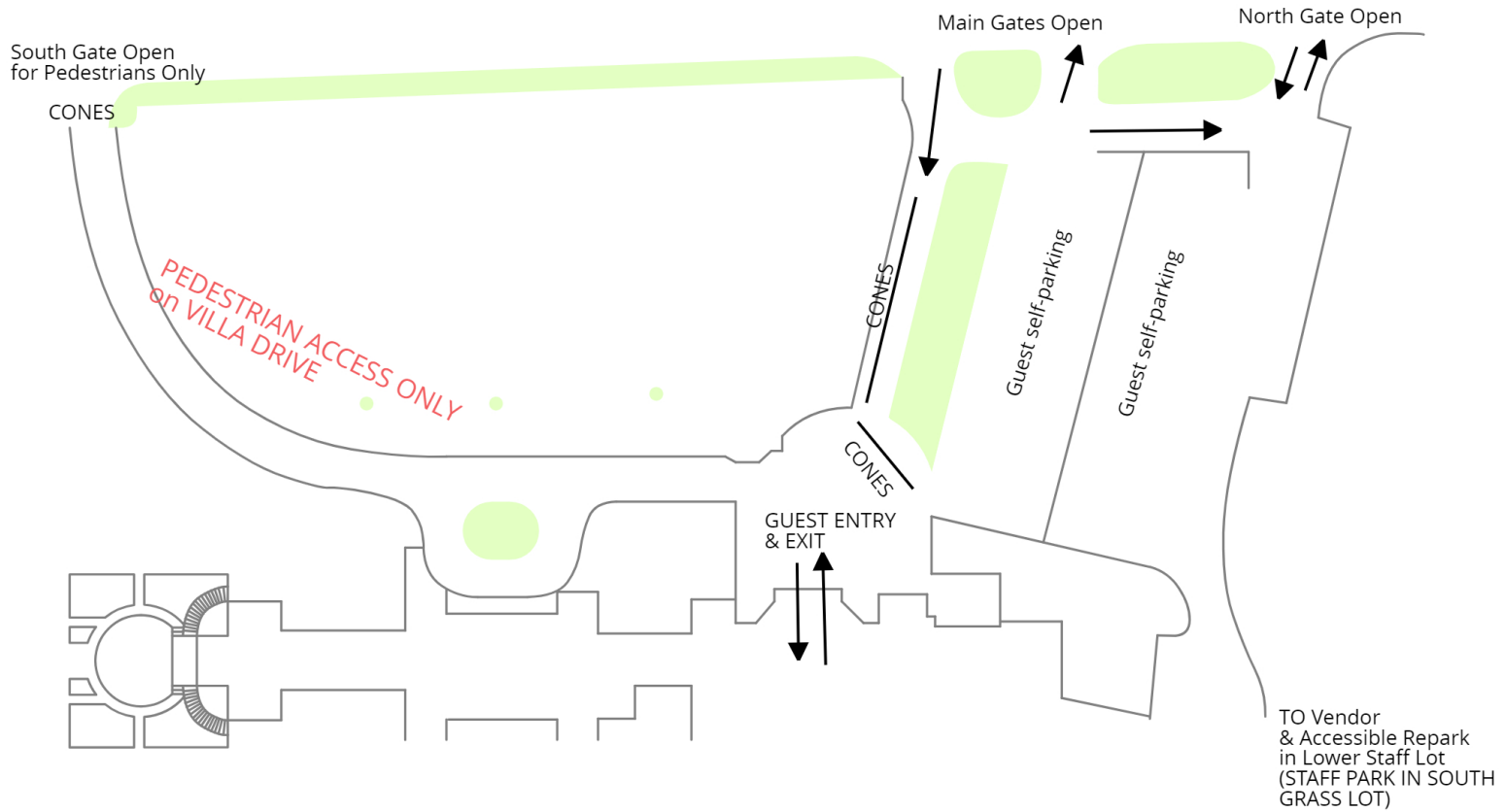
Fees paid 10/17/2023.

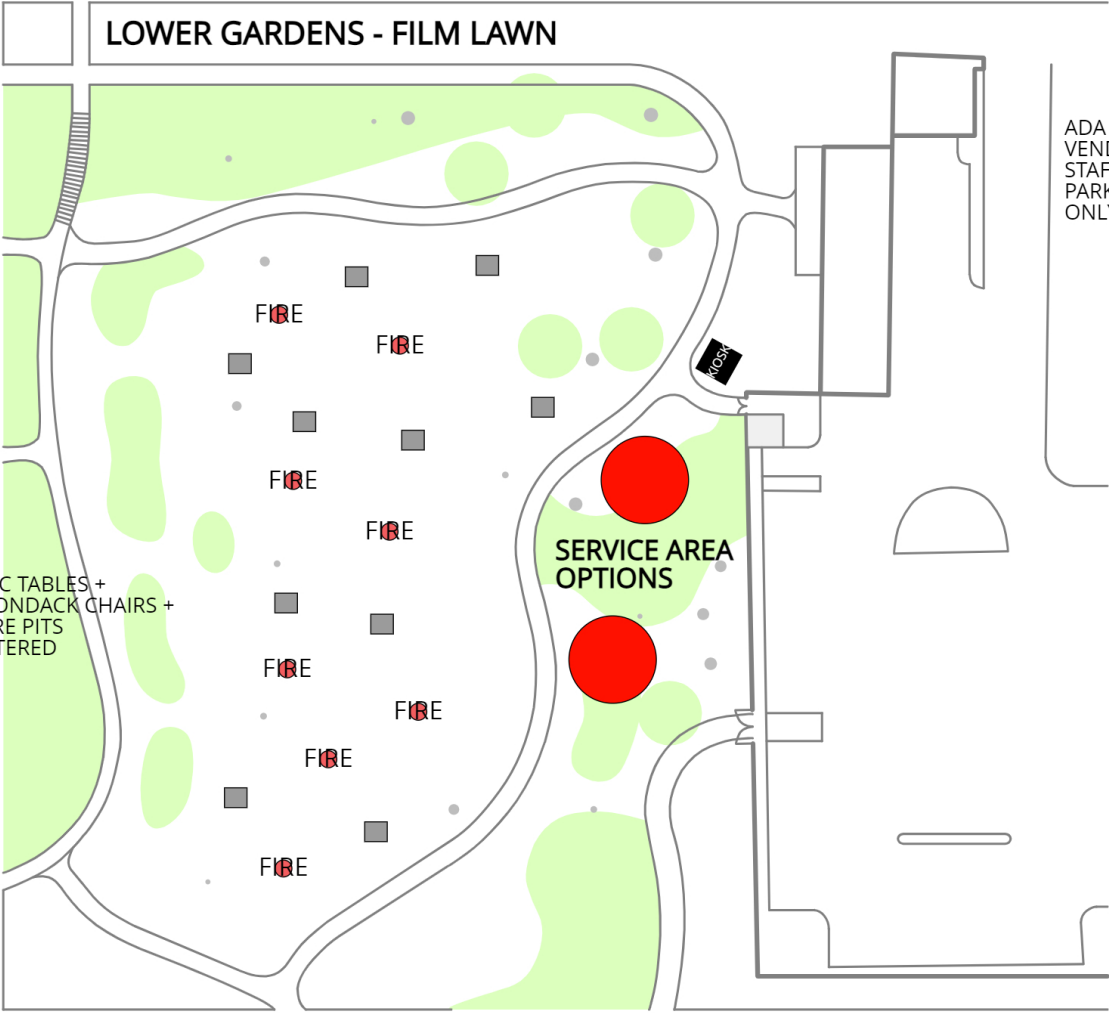
**Festival 2023
Parking Signage**



**STAFF
PARKING**







PICNIC TABLES +
ADIRONDACK CHAIRS +
(8) FIRE PITS
SCATTERED

ADA
VENDOR
STAFF
PARKING
ONLY

SERVICE AREA
OPTIONS

LOWER GARDENS - FILM LAWN

