



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Hope for the Holidays - The Nutcracker Date(s) of Event: Dec. 8, 2023
Location Address: Start: 300 S Cincinnati Ave Council District(s): 1
End: 200 S Cincinnati Ave
Event Description: Free ballet performance for service organizations and clients
Event Category: Street, Lane, or Sidewalk Closure
Event Includes: Public Right of Way, Lane Closure
Anticipated Attendance: Total: 2500 Per Day: 2500
Anticipated Participants: Total: 2500 Per Day: 2500
Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Ballet Theatre Inc Website: https://tulsaballet.org/
Chief Officer of Host Organization: Scott Black
Email and Phone: 918-749-6030
Applicant Name: Katie Grassmyer
Email and Phone: katie.grassmyer@tulsaballet.org 918-749-6030
Professional Event Organizer:
Email and Phone:
On-site Contact: Katie Grassmyer Mobile: 918-749-6030
Billing Contact: Tulsa Ballet Phone: 918-749-6030
Billing Address: 1212 E 45th Place
Tulsa, OK 74105

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 12/08/2023 Time: 4 pm
Street Closure for Event Setup: Date: 12/08/2023 Time: 4 pm
Street(s) to be Closed for Event Setup: Cincinnati Ave between 2nd St and 3rd St reserved for parking 3-4 buses using the west curb parking lane and if needed the west curb traffic lane.

Event Start: Date: 12/08/2023 Time: 7 pm
Street Closure for Event Start: Date: 12/08/2023 Time: 4 pm
Street(s) to be Closed for Event Start: Cincinnati Ave between 2nd St and 3rd St reserved for parking 3-4 buses using the west curb parking lane and if needed the west curb traffic lane.

Run, Walk, Parade Start Time: NA
Daily Event Hours: NA

Event End: Date: 12/08/2023 Time: 9:30 pm
Street Reopens after Event End: Date: 12/08/2023 Time: 10 pm

Event Teardown: Date: 12/08/2023 Time: 9:30 pm
Street Reopens after Event Teardown: Date: 12/08/2023 Time: 10 pm

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 & 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: TPD Special Events Unit (918) 586-6054. We need 2 police officers for general security and traffic control if the west curb traffic lane is needed to be closed for bus parking.

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: Parking Garage, Street, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Tulsa Ballet Theatre

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: PAC will place "No Parking" signs and cones along west curb parking lane to reserve for the bus parking.

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:

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: No Describe:

NA

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Event is inside the Tulsa PAC

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

If not presented, please explain:

No Street Closure

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: 10/05/2023 Date routed: 11/21/2023 Date for review: 11/29/2023

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 10/09/2023.
Application revised 11/21/2023.
