



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Nonprofit Galas Date(s) of Event: 12/14/2023, 12/15/2023

Location Address: Start: 100 W Civic Center Council District(s): 1, 4
End: 300 S Houston Ave

Event Description: Valet for nonprofit galas

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Public Right of Way, Lane Closure, 0

Anticipated Attendance: Total: 100 Per Day: 100

Anticipated Participants: Total: 100 Per Day: 100

Number of Events for Monthly Event: Yes 2

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: Mandy McElroy

Email and Phone: mandy@royalvalettulsa.com 918-935-6070

Professional Event Organizer:

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: 12/14/2023 Time: 4pm
Street Closure for Event Setup: Date: 12/14/2023 Time: 4pm
Street(s) to be Closed for Event Setup: See Schedule
Event Start: Date: 12/14/2023 Time: 5pm
Street Closure for Event Start: Date: 12/14/2023 Time: 4pm
Street(s) to be Closed for Event Start: See Schedule
Run, Walk, Parade Start Time: NA
Daily Event Hours: See Schedule
Event End: Date: 12/14/2023 Time: 8pm
Street Reopens after Event End: Date: 12/14/2023 Time: 8pm
Event Teardown: Date: 12/14/2023 Time: 8pm
Street Reopens after Event Teardown: Date: 12/14/2023 Time: 8pm

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: TCSO Justin Green (918) 607-9372 for Traffic Control

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: 0 Equipment Pickup: Date: _____ Time: 0

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

Equipment Setup: Date: _____ Time: 0 Equipment Pickup: Date: _____ Time: 0

Parking Type: Parking Garage

Transportation Service: Royal Valet (918) 935-6070

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): NA

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: 0

Equipment Pickup: Date: _____ Time: 0

Other Event Information: See Schedule

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: 0

Finish Time: 0

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

NA

Sound checks conducted prior to the event: No

Start Time: 0

Finish Time: 0

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: NA

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:

NA - 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: 12/01/2023 Date routed: 12/01/2023 Date for review: 12/13/2023

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 12/13/2023.

Royal Valet Lane Closure Request for December

| Date | Team Time | Event Start | Event End | Name of Event | Event Location | Street Closed | Street Opened | Closure Location |
|----------|-----------|-------------|-----------|----------------------|----------------|---------------|---------------|---|
| 12/14/23 | 4p | 5p | 8p | Client Holiday Party | CBCC | 4p | 6p | Civic Center between Frisco and 6th |
| 12/15/23 | 4:30p | 5:30p | 10:30p | Tulsa Remote | CBCC | 4:30p | 6:30p | Far west lane of north bound Houston from 3rd St to CBCC Entrance |