



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: ¡Descubra!: Celebrating Cultural Identities

Date(s) of Event: April 14, 2024

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

Council District(s): 4

Event Description: Join Philbrook Museum of Art and the Smithsonian's National Museum of the American Latino for ¡Descubra!, a fun-filled afternoon of activities for families and visitors of all ages. This special day celebrates our special exhibition Collidoscope: de la Torre Brothers Retro-Perspective.

Bring the family for art demonstrations, fun activities, bilingual storytimes, artmaking, music, dancing, and featured activities from ¡Descubra! national collaborator, the United States Patent and Trademark Office.

**Event Category:** Festival/Celebration

**Event Includes:** Amplified Sound, Generator/Electricity, Live Entertainment, Food Sales, Private Property

Anticipated Attendance: Total: 2000

Per Day: 2000

Anticipated Participants: Total: 0

Per Day: 0

Number of Events for Monthly Event: No

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

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Host Organization: Philbrook Museum of Art

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

Chief Officer of Host Organization: Jenny Fisher

Email and Phone: jfisher@philbrook.org 918-748-5350

Applicant Name: Jenny Fisher

Email and Phone: jfisher@philbrook.org 918-748-5350

Professional Event Organizer:

Email and Phone:

On-site Contact: Jenny Fisher

Mobile: 918-557-4335

Billing Contact: Philbrook Museum of Art

Phone: 918-748-5350

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

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

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**Event Setup:** Date: 04/14/2024 Time: 8:00am  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: NA

**Event Start:** Date: 04/14/2024 Time: 1:00pm  
Street Closure for Event Start: Date: Time:  
Street(s) to be Closed for Event Start: NA  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 1:00 - 5:00pm

**Event End:** Date: 04/14/2024 Time: 5:00pm  
Street Reopens after Event End: Date: Time:

**Event Teardown:** Date: 04/14/2024 Time: 5:00pm  
Street Reopens after Event Teardown: Date: Time:

### ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 0  
Food Cooked on-site: Yes Fuel(s) to be used: Electric  
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**

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Security and/or Police: Yes Contact, Email and Phone: In-house Philbrook Museum Security (918)748-5350

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, ADA parking available, Paved Lot

Transportation Service: Shuttle Service

Transportation Service: Contact, Email and Phone: Tulsa Public Schools Transportation (918) 833-8100, csctrans@tulsaschools.org

**Sponsor and Other Event Information**

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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:

Equipment Pickup: Date:                      Time:

Other Event Information: See Map

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 2

Performer/Band name and music type: Casa de la Cultura Folklorico Dancers  
DJ

Sound Amplification: Yes

Start Time: 1:00pm

Finish Time: 5:00pm

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

Amplifier and speakers for DJ and mic on Film Lawn

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: On-site Event Staff and trash receptacles

Number of Trash Receptacles: 15

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

If not presented, please explain:

NA - No Road Closure

**Affidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 0 /20/2024      Date routed: 04/01/2024      Date for review: 04/10/2024

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: 04/0 /2024

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