



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Arvest Winterfest

Date(s) of Event: November 25, 2024 - January 6, 2025

Location Address: Start: 300 S Denver Ave  
End: 300 S Frisco Ave

Council District(s): 1, 4

Event Description: The time has come to bundle up and enjoy the magical spirit of the holidays as Tulsa's favorite winter celebration returns to downtown Tulsa. The 17th Annual Arvest Winterfest will kick off another season of holiday fun beginning on Friday, November 25 2024 through Saturday, January 6 2025.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Beer/Alcohol Sales, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, No Parking Signage, Street Closure

Anticipated Attendance: Total: 100000

Per Day: 3000

Anticipated Participants: Total: 100000

Per Day: 3000

Number of Events for Monthly Event: No

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

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Host Organization: BOK Center - OVG Tulsa

Website:www.bokcenter.com

Chief Officer of Host Organization: Keller Taylor

Email and Phone: keller.taylor@oakviewgroup.com 970-518-5131

Applicant Name: Victoria Pittman

Email and Phone: victoria.pittman@oakviewgroup.com 918-404-0104

Professional Event Organizer:

Email and Phone:

On-site Contact: Victoria Pittman

Mobile: 918-404-0104

Billing Contact: OVG 360 - BOK Center

Phone: 918-404-0104

Billing Address: 200 S DENVER AVE W  
Tulsa, OK 74103

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

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**Event Setup:** Date: 10/21/2024 Time: 8AM  
Street Closure for Event Setup: Date: 10/20/2024 Time: 5PM  
Street(s) to be Closed for Event Setup: 3rd Street between Denver Ave and Frisco Ave

**Event Start:** Date: 11/25/2024 Time: 5PM  
Street Closure for Event Start: Date: 10/20/2024 Time: 5PM  
Street(s) to be Closed for Event Start: 3rd Street between Denver and Frisco Ave  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: Weekdays: 5 - 10 p.m.  
Weekends: Noon - 11 p.m.

**Event End:** Date: 01/06/2025 Time: 10 PM  
Street Reopens after Event End: Date: 01/30/2025 Time: 5PM

**Event Teardown:** Date: 01/07/2025 Time: 8AM  
Street Reopens after Event Teardown: Date: 01/30/2025 Time: 5PM

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Wine Sales, Alcohol (Spirits) Sales, Beer Sales  
Number of Food Vendors: 4  
Number of Food Trucks: 4  
Food Cooked on-site: Yes Fuel(s) to be used: Gas  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number & Sizes of Tents: 0 Provider and Phone: N/A  
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: N/A

## **Security, Medical, Traffic Control, Crowd Management and Parking Plans**

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Security and/or Police: Yes Contact, Email and Phone: BOK Center will provide security

Medical and/or First Aid Services: Yes Contact, Email and Phone: EMSA will be inside during concerts

Traffic Control Barricade Company: No Contact, Email and Phone: BOK Center owns TCP equipment

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parking Type: Parking Garage, Street

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

## **Sponsor and Other Event Information**

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Event Sponsor(s): BOK Center

Park: No Name of Park and Location: N/A

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service (918) 272-0568

Total Number of Portable Toilets: 6 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 11/22/2024 Time: 8AM

Equipment Pickup: Date: 01/07/2025 Time: 8AM

Other Event Information: See Attachments

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 10

Performer/Band name and music type: Vocals groups

Sound Amplification: Yes

Start Time: 4PM

Finish Time: 7PM

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

Speakers

Sound checks conducted prior to the event: No

Start Time: N/A

Finish Time: N/A

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

N/A

Use of any signs, banners, decorations, or special lighting used at event: No Describe:

N/A

**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: BOK Center will clean up after event

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 4

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

If not presented, please explain:

N/A

**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: 07/14/2024      Date routed: 10/02/2024      Date for review: 10/16/2024

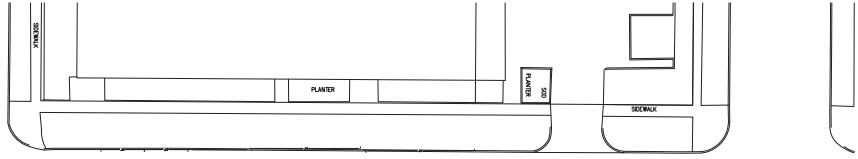
Special Events Committee Recommendation: \_\_\_\_\_      Yes  No  \_\_\_\_\_

Date routed to Mayor: \_\_\_\_\_      Mayor's Recommendation: Yes  No  \_\_\_\_\_

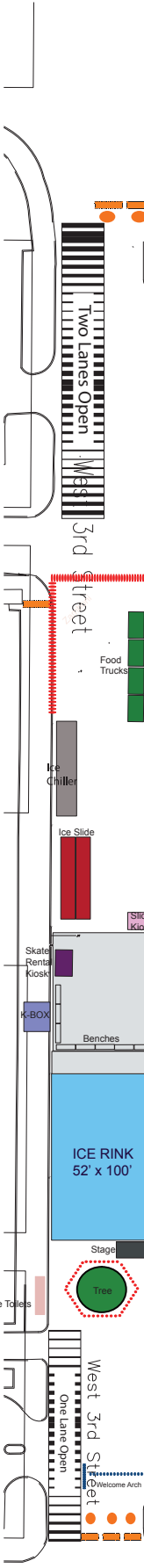
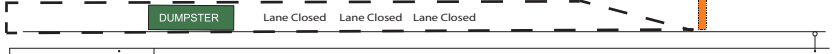
Date routed to Council: \_\_\_\_\_      City Council Approval: Yes  No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_      Comments: SEC meeting 10/16/2024. Mayor agenda  
10/09/2024. City Council 10/16/2024. In Nov. EPL file.

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South Frisco Avenue



Two Lanes Open

West 3rd Street

West 3rd Street

One Lane Open

DUMPSTER

Lane Closed Lane Closed Lane Closed

NO ACCESS TO ONEOK ENTRANCE

Food Trucks

POWER

Ice Chiller

Ice Slide

Slide Kiosk

Skate Rental Kiosk

K-BOX

Benches

Rubber Matting

ICE RINK 52' x 100'

Stage

Tree

Portable Toilets

West 3rd Street

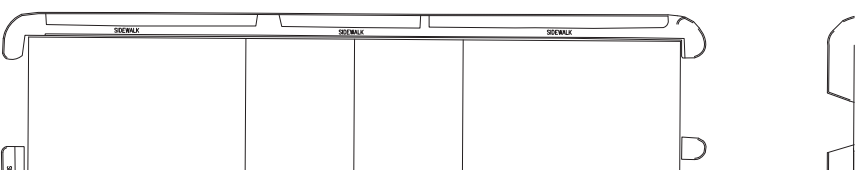
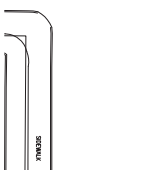
One Lane Open

Welcome Arch

# 2024 - 2025 Site Map

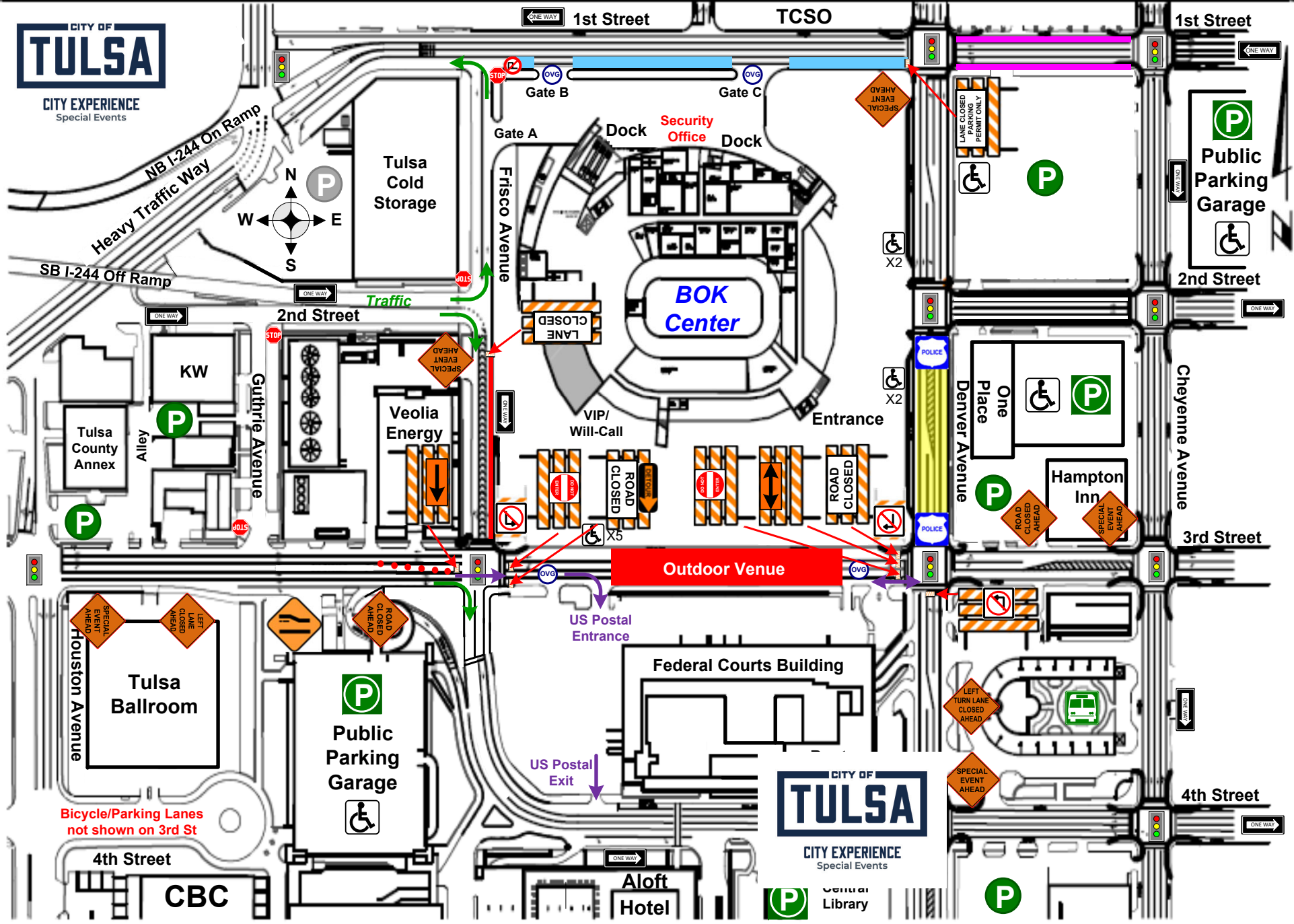
South Denver Avenue

South Denver Avenue





CITY EXPERIENCE  
Special Events



Traffic Control generally during BOK Center large events (attendance 5,000+). Visit [www.bokcenter.com](http://www.bokcenter.com) for schedule.



BOK Center Security

Parking Permit Only

Road Closure before the Event Starts and after the Event Ends when 3<sup>rd</sup> Street is Closed for venue.

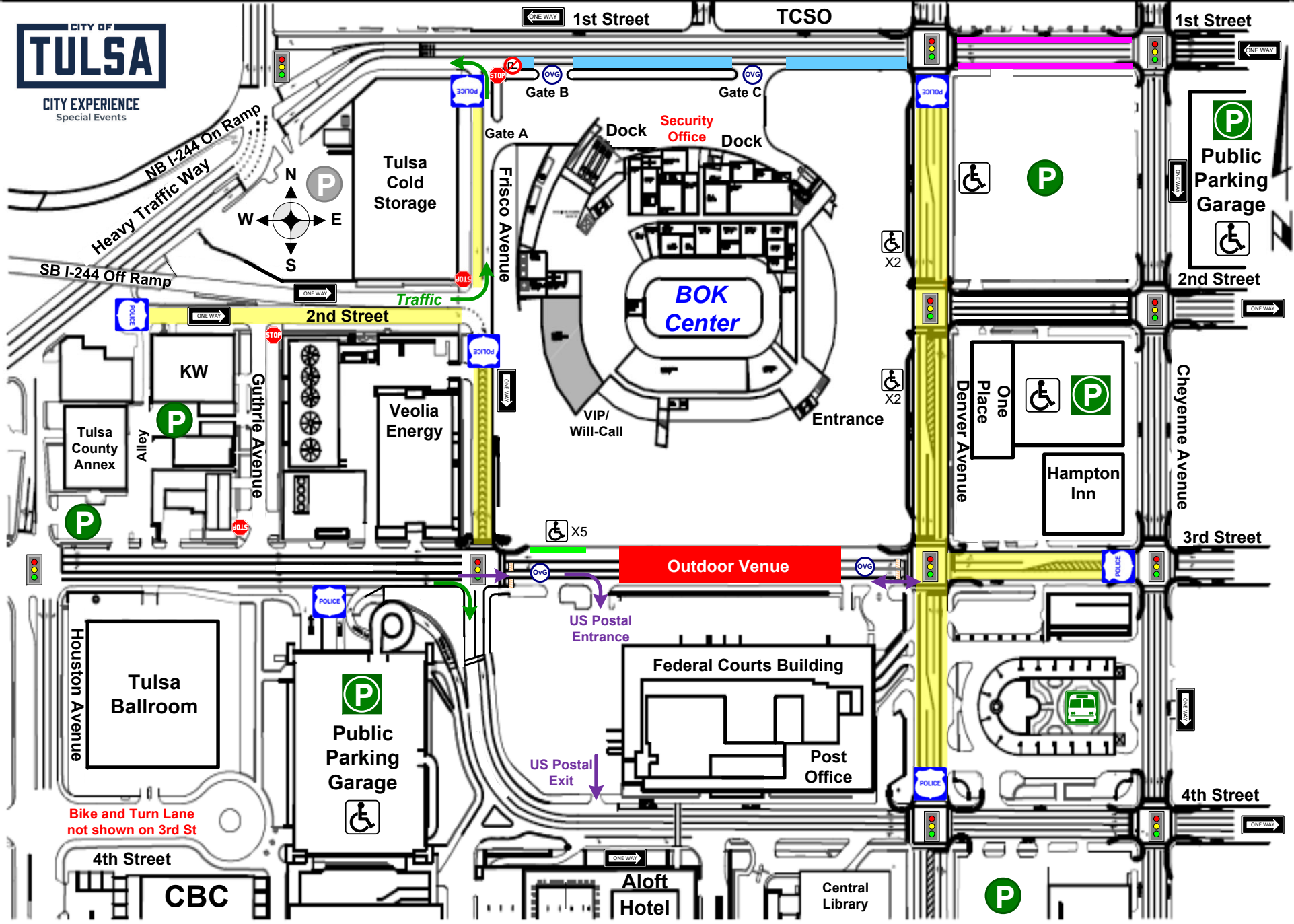
Rideshare Lane Closure by Police

Outdoor Venue Road Closure





CITY EXPERIENCE  
Special Events



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Road Closure Depending on Crowd Size before Event Starts and before Event Ends  
 POLICE

N Curb Parking Lane Closure  
 Outdoor Venue Road Closure

Parking Permit Only  
 Rideshare Lane Closure by Police