



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: PhilBOODate(s) of Event: October 26 - 27, 2024Location Address: Start: 2727 S Rockford Rd
End: 2727 S Rockford RdCouncil District(s): 4

Event Description: Bring your little ghoulies and goblins to a frightfully fun day just for families. Collect your activity tickets when you check in and explore Halloween-themed artmaking, a silent disco dance party, self-guided Halloween tours and more inside the museum. Head outside for a fall carnival on the Film Lawn and Trick ART Treating around Candy Land Lane in the South Formal Gardens.

Event Category: Festival/CelebrationEvent Includes: Amplified Sound, Generator/Electricity, Beer/Alcohol Sales, Food Sales, Private PropertyAnticipated Attendance: Total: 4000Per Day: 2000Anticipated Participants: Total: 4000Per Day: 2000Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Philbrook Museum of ArtWebsite: http://www.philbrook.org/Chief Officer of Host Organization: Jenny FisherEmail and Phone: jfisher@philbrook.org 918-748-5350Applicant Name: Jenny FisherEmail and Phone: jfisher@philbrook.org 918-748-5350

Professional Event Organizer:

Email and Phone:

On-site Contact: Jenny FisherMobile: 918-557-4335Billing Contact: Philbrook Museum of ArtPhone: 918-748-5350Billing Address: 2727 S ROCKFORD RD E
Tulsa, OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/25/2024 Time: 10am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A - Private Property

Event Start: Date: 10/26/2024 Time: 11am
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: N/A - Private Property
Run, Walk, Parade Start Time: N/A
Daily Event Hours: Saturday, October 26: 11am-5pm
Sunday, October 27: 9am-5pm

Event End: Date: 10/27/2024 Time: 5pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 10/27/2024 Time: 5pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Free Alcohol (Spirits), Alcohol (Spirits) Sales, Beer Sales

Number of Food Vendors: 0

Number of Food Trucks: 2

Food Cooked on-site: Yes Fuel(s) to be used: Electric

Number of Item Vendors: 0 Number of Service Vendors: 1

Number & Sizes of Tents: 2 10'x10' Provider and Phone: Vendor Owned
pop-up tents

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

Security and/or Police: No Contact, Email and Phone: N/A

Medical and/or First Aid Services: No Contact, Email and Phone: N/A

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

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: Street, ADA parking available, Paved Lot

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): N/A

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

Drone: No

Portable Toilets: No Provider and Phone: N/A

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 Attachment

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 11am

Finish Time: 5pm

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

Just a single speaker on Film Lawn for piped music.

Start Time: 11am (Saturday) & 9am (Sunday)

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

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: In-house Facilities/Custodial & Event Support teams to bag and remove all trash and debris, putting into our onsite dumpsters

Number of Trash Receptacles: 15

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

If not presented, please explain:

N/A

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: 09/16/2024 Date routed: 10/12/2024 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.

Application revised 10/12/2024.

