



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Philbrook Festival

Date(s) of Event: November 29, 30, 2024  
and December 5, 6, 7, 12, 13, 14, 15, 18, 19,  
20, 21, 22, 23, 26, 27, 28, 2024

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

Council District(s): 4

Event Description: The most beautiful place in Oklahoma.  
The most wonderful time of the year.

Enjoy thousands of holiday lights, music, and fun for the whole family at Festival Nights, an unforgettable indoor and outdoor holiday experience. Sip cocoa, say hello to Santa, take home a one-of-kind art project, and marvel at the sights and sounds of the season.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Open Flame, Food Sales, Merchandise Sales, No Parking Signage, Private Property

Anticipated Attendance: Total: 23400

Per Day: 1300

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: Megan Nesbit

Email and Phone: mnesbit@philbrook.org 918-748-5332

Applicant Name: Cristen Burdell

Email and Phone: cburdell@philbrook.org 918-770-1250

Professional Event Organizer:

Email and Phone:

On-site Contact: Cristen Burdell Mobile: 918-770-1250

Billing Contact: Revenue Projects Producer Phone: 918-770-1250

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

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

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**Event Setup:** Date: 11/27/2024 Time: 10:00am  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: N/A - Reserving Parking Spaces Only  
**Event Start:** Date: 11/29/2024 Time: 5:30pm  
Street Closure for Event Start: Date: Time:  
Street(s) to be Closed for Event Start: N/A - Reserving Parking Spaces Only  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 5:30-9:30pm on specific dates listed  
**Event End:** Date: 12/28/2024 Time: 9:30pm  
Street Reopens after Event End: Date: Time:  
**Event Teardown:** Date: 12/30/2024 Time: 10:00am  
Street Reopens after Event Teardown: Date: Time:

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Wine Sales, Alcohol (Spirits) Sales, Beer Sales  
Number of Food Vendors: 1  
Number of Food Trucks: 0  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 1 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: Philbrook Security, 918-748-5332  
Medical and/or First Aid Services: Yes Contact, Email and Phone: Philbrook Security, 918-748-5332  
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: Parking Garage, Street, Unpaved Lot, ADA parking available, Paved Lot  
Transportation Service: No service  
Transportation Service: Contact, Email and Phone: N/A

**Sponsor and Other Event Information**

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Event Sponsor(s): Williams, Integrity Lighting  
Park: No Name of Park and Location: N/A  
Drone: Yes  
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 Attachments

**Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 5:30pm

Finish Time: 9:30pm

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

Amplification of festival playlist by Integrity

Sound checks conducted prior to the event: Yes

Start Time: 5:00pm

Finish Time: 5:30pm

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: Yes Describe:

Christmas lights, front gate banners, interior decoration

**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: Philbrook operations staff

Number of Trash Receptacles: 20

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, Neighborhood Assn, Businesses

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: 10/09/2024      Date routed: 11/04/2024      Date for review: 11/06/2024

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 11/06/2024.

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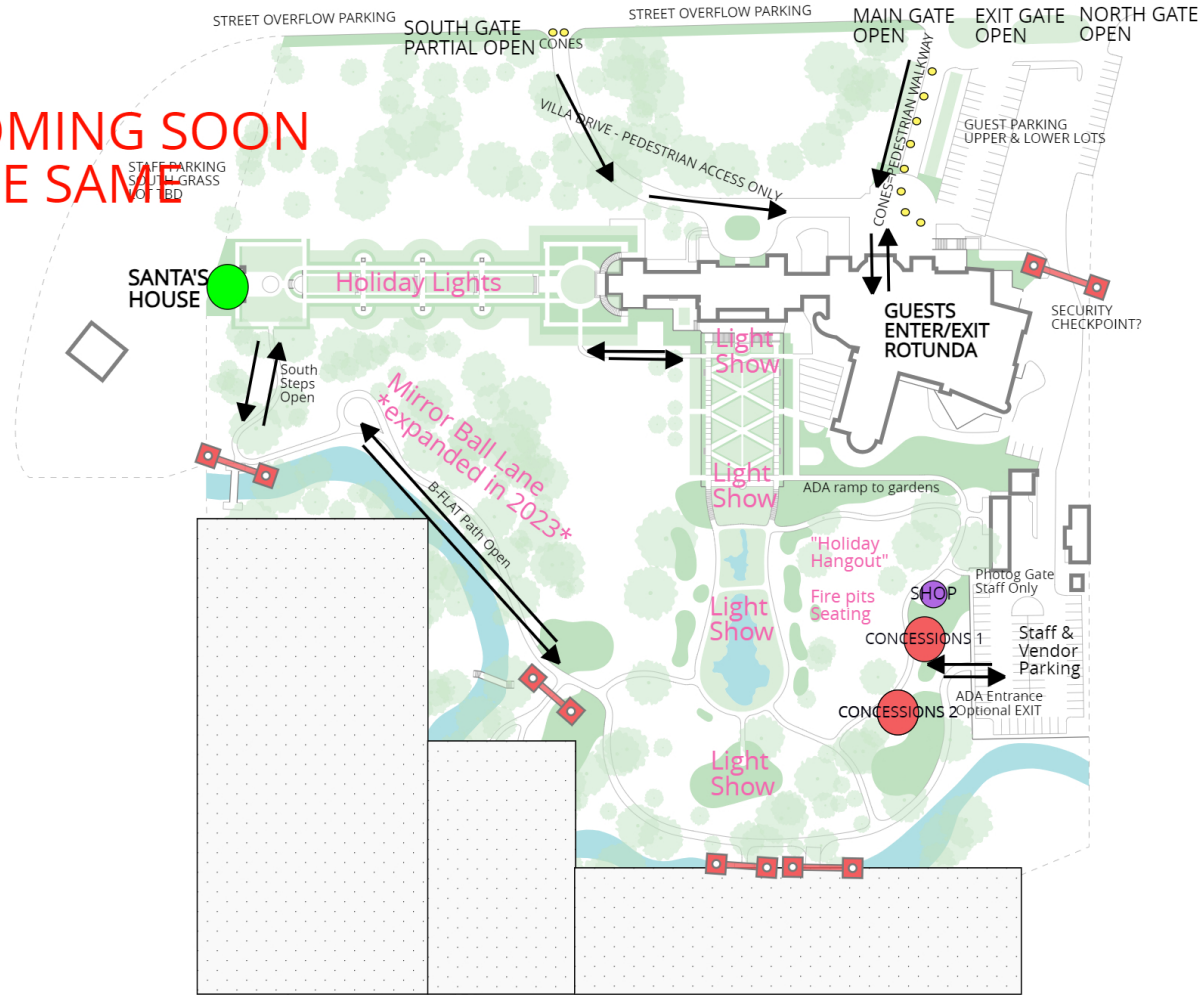
Parking Signage  
Festival 24



Support Parking



2023 DIAGRAM  
UPDATED 2024 COMING SOON  
ANTICIPATED TO BE SAME



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UPDATED 2024 COMING SOON  
ANTICIPATED TO BE SAME

