



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Tulsa BOK Executive Road ShowDate(s) of Event: March 12, 2025Location Address: Start: 10 W Easton St
End: 50 W Easton StCouncil District(s): 1

Event Description: We will be using this time to bring together our Tulsa employees to discuss 2024 and present awards. We will be using the last hour of the event to celebrate a retirement. We will have 400-450 people at this event including all of Bank of Oklahoma Financial top executives. We will have shuttle services for nearby parking.

Event Category: Street, Lane, or Sidewalk ClosureEvent Includes: Public Right of Way, No Parking SignageAnticipated Attendance: Total: 450Per Day: 450Anticipated Participants: Total: 0Per Day: 0Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Bank of OklahomaWebsite: https://www.bankofoklahoma.com/Chief Officer of Host Organization: Cristi GoettelEmail and Phone: CGoettel@bokf.com 918-588-6502Applicant Name: Nikki WestEmail and Phone: nwest@bokf.com 918-588-6088Professional Event Organizer: Nikki West, Bank of Oklahoma FinancialEmail and Phone: nwest@bokf.com 918-588-6088On-site Contact: Nikki WestMobile: 918-949-5603Billing Contact: Bank of Oklahoma FinancialPhone: 918-588-6088Billing Address: 101 E 2ND ST S
Tulsa, OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 03/12/2025 Time: 1:30 PM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A - Hash Line No Parking area Reserved along Easton St west of Main St (north of OKPOP Museum – south curb of Easton St)

Event Start: Date: 03/12/2025 Time: 3:00 PM
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: N/A - Hash Line No Parking area Reserved along Easton St west of Main St (north of OKPOP Museum – south curb of Easton St)

Run, Walk, Parade Start Time: N/A
Daily Event Hours: N/A

Event End: Date: 03/12/2025 Time: 7:00 PM
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 03/12/2025 Time: 7:00 PM
Street Reopens after Event Teardown: Date: Time:

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: 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

Security and/or Police: Yes Contact, Email and Phone: Matt Kirkland (918) 588-6524, MKirkland@bokf.com

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: Parking not available

Transportation Service: Shuttle Service

Transportation Service: Contact, Email and Phone: TBD

Sponsor and Other Event Information

Event Sponsor(s): Bank of Oklahoma Financial

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 for shuttle loading and unloading area.

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time: N/A

Finish Time: N/A

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

N/A

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: We will remove any signage we put out.

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Businesses

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: 01/15/2025 Date routed: 01/22/2025 Date for review: 02/05/2025

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 02/05/2025.

