



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Non Profit GalasDate(s) of Event: Oct. 3, 4, 13, 2025Location Address: Start: 100 W Civic Center S
End: 100 W Civic Center SCouncil District(s): 4Event Description: Valet for nonprofit galas**Event Category:** Street, Lane, or Sidewalk Closure**Event Includes:** Public Right of Way, Lane ClosureAnticipated Attendance: Total: 1200Per Day: 400Anticipated Participants: Total: 0Per Day: 0

Number of Events for Monthly Event: Yes 3

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Royal ValetWebsite: <https://www.royalvalettulsa.com/>Chief Officer of Host Organization: Mandy McElroyEmail and Phone: mandy@royalvalettulsa.com 918-935-6070Applicant Name: Mandy McElroyEmail and Phone: mandy@royalvalettulsa.com 918-935-6070

Professional Event Organizer:

Email and Phone:

On-site Contact: Mandy McElroyMobile: 918-935-6070Billing Contact: Royal ValetPhone: 918-935-6070Billing Address: 1831 East 71st Street Ste 239
Tulsa, OK 74136

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>10/03/2025</u>	Time: <u>5:30pm</u>
Street Closure for Event Setup:	Date: <u>10/03/2025</u>	Time: <u>5:30pm</u>
Street(s) to be Closed for Event Setup:	<u>Civic Center between Frisco Ave and 6th St</u>	
Event Start:	Date: <u>10/03/2025</u>	Time: <u>6:30pm</u>
Street Closure for Event Start:	Date: <u>10/03/2025</u>	Time: <u>5:30pm</u>
Street(s) to be Closed for Event Start:	<u>Civic Center between Frisco Ave and 6th St</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>See Schedule</u>	
Event End:	Date: <u>10/13/2025</u>	Time: <u>8:00pm</u>
Street Reopens after Event End:	Date: <u>10/13/2025</u>	Time: <u>8:00pm</u>
Event Teardown:	Date: <u>10/13/2025</u>	Time: <u>8:00pm</u>
Street Reopens after Event Teardown:	Date: <u>10/13/2025</u>	Time: <u>8:00pm</u>

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>		
Number of Food Vendors:	<u>0</u>		
Number of Food Trucks:	<u>0</u>		
Food Cooked on-site:	<u>No</u>	Fuel(s) to be used:	
Number of Item Vendors:	<u>0</u>	Number of Service Vendors:	<u>0</u>
Number & Sizes of Tents:	<u>0</u>	Provider and Phone:	<u>N/A</u>
Number of Inflatables:	<u>No</u> <u>0</u>	Provider and Phone:	<u>NA</u>
Number of Amusement Rides:	<u>No</u> <u>0</u>	Provider and Phone:	<u>NA</u>
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>		
Provider and Phone:	<u>N/A</u>		

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

Security and/or Police: No Contact, Email and Phone: TCSO Justin Green (918) 607-9372

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 Garage

Transportation Service: Valet 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: N/A

Equipment Pickup: Date: Time: N/A

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: 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: N/A

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:

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: 08/27/2025 Date routed: 10/01/2025 Date for review: Email Review

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 09/24/2025.

Application revised 10/01/2025. Dates and times subject to change.

Royal Valet Lane Closure Request for October

Date	Team Time	Event Start	Event End	Name of Event	Event Location	Estimated Attendace	Street Closed	Street Opened	Closure Location
10/03/2025	5:30p	6:30p	10:30p	Pencil Box Gala	ACC	350	5:30p	11p	Civic Center between Frisco and 6th
10/04/2025	5:30p	6:30p	11:30p	Kaleidescope Ball	ACC	500	5:30p	8:30p	ACC Entrances on Houston
10/13/2025	5p	6p	10p	Pink Ribbon	ACC	600	5p	8p	ACC Entrances on Houston