



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: PhilBOODate(s) of Event: October 24, 25, 26, 2025Location Address: Start: 2727 S Rockford Rd
End: 2727 S Rockford RdCouncil District(s): 4Event Description: The BOO is back and better than ever! Bring your little ghoulies and goblins to a frightfully fun weekend just for families. Trick ART Treat around the gardens, make art inspired by the spookiest of seasons, find a magical world hidden in the gardens and so much more!Event Category: Festival/CelebrationEvent Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Food Sales, Private PropertyAnticipated Attendance: Total: 5000Per Day: 1666Anticipated Participants: Total: 5000Per Day: 1666Number 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: <u>10/23/2025</u>	Time: <u>9am</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	<u>N/A</u>	
Event Start:	Date: <u>10/24/2025</u>	Time: <u>9am</u>
Street Closure for Event Start:	Date:	Time:
Street(s) to be Closed for Event Start:	<u>N/A</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>9am-5pm</u>	
Event End:	Date: <u>08/26/2025</u>	Time: <u>5pm</u>
Street Reopens after Event End:	Date:	Time:
Event Teardown:	Date: <u>10/26/2025</u>	Time: <u>5pm</u>
Street Reopens after Event Teardown:	Date:	Time:

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>	
Number of Food Vendors:		
Number of Food Trucks:	<u>1</u>	
Food Cooked on-site:	<u>Yes</u>	Fuel(s) to be used: <u>Electric</u>
Number of Item Vendors:	<u>0</u>	Number of Service Vendors: <u>0</u>
Number & Sizes of Tents:	<u>1 tent, 10'x10'</u>	Provider and Phone: <u>Owned by Philbrook</u>
Number of Inflatables:	<u>Yes</u> <u>2</u>	Provider and Phone: <u>Show It Off, LLC (918) 748-5350</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: Yes Contact, Email and Phone: Onsite Philbrook Security Lead: Dylan Thomas

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): Tulsa Kids

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: N/A

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: Piped Music from speakers

Sound Amplification: Yes

Start Time: 9am

Finish Time: 5pm

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

Portable 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: Yes Describe:

Decorating Trick or Treating Stops with vinyl banners; Photo backdrops; we will have a banner on our private fence at entry

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Onsite Custodial Department

Number of Trash Receptacles: 20

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: 08/25/2025 Date routed: 10/20/2025 Date for review: 10/22/2025

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 10/20/2025. Application
revised 10/20/2025.
