



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Night Light TulsaDate(s) of Event: November 6, 13, 20, 27, 2025Location Address: Start: 200 N Maybelle Ave
End: Reconciliation Way and Katy TrailCouncil District(s): 4Event Description: Night Light Tulsa is a weekly outreach that serves Tulsa's homeless and low income communities. We have been serving since September 2013. This permit is for every Thursday in November 2025. Volunteers from across Tulsa and surrounding communities come to participate.Event Category: MiscellaneousEvent Includes: Generator/Electricity, Public Right of Way, Open Flame, No Parking Signage, Street ClosureAnticipated Attendance: Total: 1200Per Day: 300Anticipated Participants: Total: 800Per Day: 200Number of Events for Monthly Event: Yes 4

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: The City Lights Foundation of Oklahoma Website: <https://www.citylightsok.org/>Chief Officer of Host Organization: Sarah GroundsEmail and Phone: Sarah@citylightsok.org 918-204-3593Applicant Name: Sarah GroundsEmail and Phone: info@citylightsok.org

Professional Event Organizer:

Email and Phone:

On-site Contact: Sarah GroundsMobile: 918-991-9599Billing Contact: The City Lights Foundation of Oklahoma

Phone:

Billing Address: P O Box 14221
Tulsa, OK 74159

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/06/2025 Time: 6pm
Street Closure for Event Setup: Date: 11/06/2025 Time: 6pm
Street(s) to be Closed for Event Setup: Reconciliation Way from Maybelle Ave through and under the bridge to Katy Trail every Thursday

Event Start: Date: 11/06/2025 Time: 6:30pm
Street Closure for Event Start: Date: 11/06/2025 Time: 6pm
Street(s) to be Closed for Event Start: Reconciliation Way from Maybelle Ave through and under the bridge to the Katy Trail every Thursday

Run, Walk, Parade Start Time: N/A
Daily Event Hours: Every Thursday from 6:30-9:00pm

Event End: Date: 11/27/2025 Time: 9pm
Street Reopens after Event End: Date: 11/27/2025 Time: 9pm

Event Teardown: Date: 11/27/2025 Time: 9pm
Street Reopens after Event Teardown: Date: 11/27/2025 Time: 9pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: Yes Fuel(s) to be used: Gas
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: Rayanu DiVine Security LLC (918) 860-3145

Medical and/or First Aid Services: Yes Contact, Email and Phone: RN on staff. We also have several first aid kits and an AED on site.

Traffic Control Barricade Company: No Contact, Email and Phone: NLT owns the barricades, signage, and cones.

Equipment Setup: Date: 11/06/2025 Time: 6pm Equipment Pickup: Date: 11/27/2025 Time: 9pm

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Street

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): The City Lights Foundation of Oklahoma

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

Drone: No

Portable Toilets: Yes Provider and Phone: Aim to Please (918) 606-5675

Total Number of Portable Toilets: 3 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 11/06/2025 Time: 5pm

Equipment Pickup: Date: 11/28/2025 Time: 10am

Other Event Information: See Attachment. Traffic Control Equipment removed every Thursday night. Portable Toilets removed every Friday morning following the event each Thursday night.

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

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 have a group that cleans the bridge before we begin. Once our service time starts, we have a group of approximately 12 that picks up trash under the bridge, down the street and to the Day Center and Iron Gate. The area is inspected at the end of the night. All trash is loaded and taken to a dumpster at our building. We will occasionally take pictures to verify that the area is better when we leave it than how we found it. You may contact me for those pictures.

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents

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: 09/08/2025 Date routed: 10/28/2025 Date for review: 11/05/2025

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 11/12/2025.

Road Closure 6 to 9 p.m. every Thursday
 Outreach Hours | 6:30 to 9 p.m. every Thursday
 Provider and/or Organizer should comply with MUTCD/COT
 Signage, Barricade, Spacing, and Distance Guidelines.
 Parking Lanes not Shown | Drawing not to Scale.
 COT assumes no liability for accuracy or validity.

