



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Philbrook FestivalDate(s) of Event: November 28, 29, 30, 2025Location Address: Start: 2727 S Rockford Rd
End: 2727 S Rockford RdCouncil District(s): 4Event 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/CelebrationEvent Includes: Amplified Sound, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Food Sales, No Parking Signage, Nightly Light ShowAnticipated Attendance: Total: 3000Per Day: 1000Anticipated Participants: Total: 0Per Day: 0Number 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: Megan NesbitEmail and Phone: mnesbit@philbrook.org 918-748-5332Applicant Name: Cristen BurdellEmail and Phone: cburdell@philbrook.org 918-770-1250

Professional Event Organizer:

Email and Phone:

On-site Contact: Cristen BurdellMobile: 918-770-1250Billing Contact: Revenue Projects ProducerPhone: 918-770-1250Billing Address: 2727 S ROCKFORD RD E
Tulsa, OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/28/2025 Time: 8:00am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A - Reserving Parking Spaces
Event Start: Date: 11/28/2025 Time: 9:00am
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: N/A - Reserving Parking Spaces
Run, Walk, Parade Start Time: N/A
Daily Event Hours: Friday: 9am-9pm
Saturday: 9am-5pm
Sunday: 9am-5pm
*Closed Mondays & Tuesdays
Event End: Date: 11/30/2025 Time: 5:00pm
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 11/30/2025 Time: 5:00pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

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: 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: Philbrook Staff (918) 748-5332

Medical and/or First Aid Services: Yes Contact, Email and Phone: Philbrook Staff (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: 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): Williams, Philbrook

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

Drone: No

Portable Toilets: No Provider and Phone: N/A

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

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other Event Information: See Attachment

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: Music amplified in gardens by Integrity Lighting

Sound Amplification: Yes

Start Time: 5:30pm

Finish Time: 9:00pm

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

Integrity Lighting Equipment

Sound checks conducted prior to the event: Yes

Start Time: 4:30pm

Finish Time: 5:00pm

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:

Banners on gates, lighting in gardens

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Philbrook Custodial and Event Support

Number of Trash Receptacles: 20

Number of Dumpsters: 3

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: Philbrook Custodial

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: 10/27/2025 Date routed: 11/12/2025 Date for review: 11/19/2025

Special Events Committee Recommendation: Meeting Review Yes ☒ No ☐ 11/12/2025

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.

Parking Signage

Festival 25

