



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Christ The King Cigar DinnerDate(s) of Event: Thursday, October 29, 2026Location Address: Start: 16th & Quincy Ave.
End: 16th & Rockford Ave.Council District(s): 4Event Description: We are hosting the 30th annual Christ The King Cigar Dinner that raises money for the endowment fund at Marquette School. The school is under construction, so we need to block off 16th street between Quincy Ave & Rockford Ave.Event Category: Street, Lane, or Sidewalk ClosureEvent Includes: Beer/Alcohol Sales, Public Right of Way, Food Sales, No Parking Signage, Street ClosureAnticipated Attendance: Total: 400Per Day: 400Anticipated Participants: Total: 400Per Day: 400Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Parish of Christ the KingWebsite: <https://ctktulsa.org/>Chief Officer of Host Organization: Chris DavenportEmail and Phone: cdavenport@ctktulsa.org 918-584-4788Applicant Name: Sam LittlefieldEmail and Phone: sdlittlefield91@gmail.com 918-770-5449

Professional Event Organizer:

Email and Phone:

On-site Contact: Tom & Sarah FlanaganMobile: 918-527-1467Billing Contact: Sam LittlefieldPhone: 918-770-5449Billing Address: 1519 S Quincy Ave
Tulsa, OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/28/2026 Time: 12 pm
Street Closure for Event Setup: Date: 10/28/2026 Time: 10 am
Street(s) to be Closed for Event Setup: 16th St between Quincy Ave and Rockford Ave. Closed 10/28, 10 am - 10/30, 3 pm

Event Start: Date: 10/29/2026 Time: 6 pm
Street Closure for Event Start: Date: 10/28/2026 Time: 10 am
Street(s) to be Closed for Event Start: 16th St between Quincy Ave and Rockford Ave. Closed 10/28, 10 am - 10/30, 3 pm

Run, Walk, Parade Start Time: N/A
Daily Event Hours: 6 - 10 pm

Event End: Date: 10/29/2026 Time: 10 pm
Street Reopens after Event End: Date: 10/30/2026 Time: 3 pm

Event Teardown: Date: 10/30/2026 Time: 9 am
Street Reopens after Event Teardown: Date: 10/30/2026 Time: 3 pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Free Beer, Free Alcohol (Spirits), Free Wine

Number of Food Vendors: 1

Number of Food Trucks: 0

Food Cooked on-site: No Fuel(s) to be used:

Number of Item Vendors: 1 Number of Service Vendors: 1

Number & Sizes of Tents: 7 tents: 1-40x120; Provider and Phone: ABCO Company (Paldin) (918) 812-7363
2-20x20;
4-10x10

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 Crutchfield, mcrutchfield@cityoftulsa.org, (918) 381-6907

Medical and/or First Aid Services: No Contact, Email and Phone: N/A

Traffic Control Barricade Company: Yes Contact, Email and Phone: RoadSafe Traffic Systems, Brad Holder, bholder@roadsafetraffic.com, 918-425-4550

Equipment Setup: Date: 10/28/2026 Time: Noon Equipment Pickup: Date: 10/30/2026 Time: 3 pm

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

Transportation Service: Ride Share

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: Yes Provider and Phone: ABCO Company (Paldin) (918) 812-7363

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: 10/28/2026 Time: Noon

Equipment Pickup: Date: 10/30/2026 Time: 10 am

Other Event Information: See attachment(s). Due to weather, road construction or unforeseen circumstances, the timelines for activities and closures (including relocation, if necessary) are subject to change.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 0

Performer/Band name and music type: Spotify playlist via speakers

Sound Amplification: Yes

Start Time: 6 pm

Finish Time: 9 pm

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

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: 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: ABCO company cleans up and removes everything the night of and the morning after of the event.

Number of Trash Receptacles: 12

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: Yes Provider and Phone: ABCO Company (Paldin) (918) 812-7363

Presented Event Concept to:

Schools, Places of Worship

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: 09/16/2026 Date routed: 10/14/2026 Date for review: 10/21/2026

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 10/14/2026. Mayor agenda

10/21/2026. City Council agenda 10/21/2026. Having to upload files for organizer. TCP revised 10/14/2026.



CITY OF TULSA
CITY EXPERIENCE
Special Events

[CTK Cigar Dinner](#)
Activities: 10/29, 6 to 10 p.m.
Road Closed: 10/28, 10 a.m.
to 10/30, 3 p.m.