Permit #: SPEV-259960-2026
Application Date: 09/25/2026
Issue Date:

City of Tulsa
SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Lights On

Date(s) of Event: Thursday, November 26, 2026

Location Address: Start: 1709 Utica Square
End: 1709 Utica Square

Council District(s): 4

Event Description: Holiday tree lighting ceremony with Santa

Event Category: Concert/Performance

Event Includes: Amplified Sound, Tent/Canopy, Private Park, Live Entertainment

Anticipated Attendance: Total: 1000 Per Day: 1000

Anticipated Participants: Total: 10 Per Day: 10

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization:	UTICA SQUARE SHOPPING CENTER	Website:https://www.uticasquare.com/
Chief Officer of Host Organization:	Jeff Nemec	
Email and Phone:	JNemec@northwoodretail.com 3032937183	
Applicant Name:	Cassandra Montray	
Email and Phone:	cmontray@northwoodretail.com (539) 202-8804	
Professional Event Organizer:		
Email and Phone:		
On-site Contact:	Cassandra Montray	Mobile: (918) 510-5611
Billing Contact:	NW Utica Property Owner	Phone: (539) 202-8804
Billing Address:	1709 UTICA SQ STE 283 Tulsa, OK 74114	

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: 11/25/2026	Time: 6am
Street Closure for Event Setup:	Date: 11/25/2026	Time: 6am
Street(s) to be Closed for Event Setup:	NA - Utica Square parking lot closure only - See map	
Event Start:	Date: 11/26/2026	Time: 6:30pm
Street Closure for Event Start:	Date: 11/26/2026	Time: 6:30pm
Street(s) to be Closed for Event Start:	NA - Utica Square parking lot closure only - See map	
Run, Walk, Parade Start Time:	NA	
Daily Event Hours:	6:30pm - 7:30pm	
Event End:	Date: 11/26/2026	Time: 7:30pm
Street Reopens after Event End:	Date: 11/26/2026	Time: Midnight
Event Teardown:	Date: 11/26/2026	Time: 8:30pm
Street Reopens after Event Teardown:	Date: 11/26/2026	Time: Midnight

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable

Number of Food Vendors: 0

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: 1 - 20X20 Provider and Phone: Party Pro, 918-622-8102

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: Utica Square Security, 539-549-5344

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: 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): NW Utica Property Owner

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

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service, 918-272-0568

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

Equipment Setup: Date: 11/25/2026 Time: 4:00pm

Equipment Pickup: Date: 11/27/2026 Time: 8:00am

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

Entertainment and Related Activities

Number of Stages: 1 Number of Performers/Bands: 1

Performer/Band name and music type: Grady Nichols, Jazz Pop

Sound Amplification: Yes Start Time: 6:30pm Finish Time: 7:15pm

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

Standard band equipment and speaker equipment

Sound checks conducted prior to the event: Yes Start Time: 5:30pm Finish Time: 6:00pm

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:

Lights on stage

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: On November 26, production and load out begins at 8:30pm and will be removed within 2 hours. The restrooms will be removed the following morning on November 27 at 8am.

Number of Trash Receptacles: 10 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 - No street closure

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

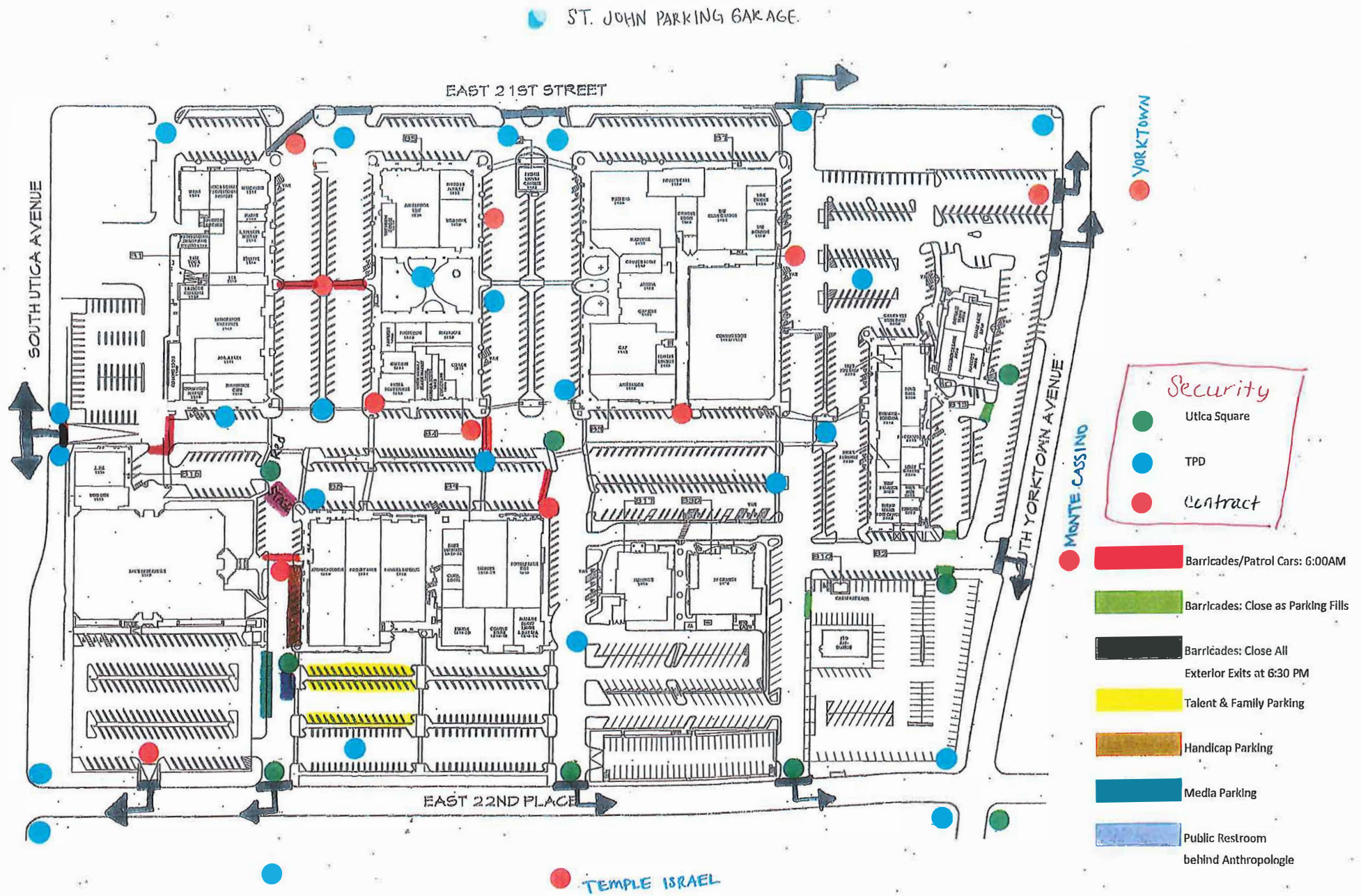
Date received: 09/25/2026 Date routed: 11/09/2026 Date for review: 11/18/2026

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 11/18/2026. Tent information 11/09/2026.


ST. JOHN PARKING GARAGE
EAST 21ST STREET
SOUTH UTICA AVENUE
YORKTOWN
MONTE CASSINO
TH YORKTOWN AVENUE
EAST 22ND PLACE
TEMPLE ISRAEL
Red
Security
Utica Square
TPD
Contract
Barricades/Patrol Cars: 6:00AM
Barricades: Close as Parking Fills
Barricades: Close All
Exterior Exits at 6:30 PM
Talent & Family Parking
Handicap Parking
Media Parking
Public Restroom
behind Anthropologie