Permit #: SPEV-263302-2026
Application Date: 11/02/2026
Issue Date:

City of Tulsa
SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Philbrook Festival

Date(s) of Event: November 27, 28, 29, 2026 - December 4, 5, 6, 11, 12, 13, 18, 19, 20, 21, 22, 23, 26, 27, 2026

Location Address: Start: 2727 S Rockford Rd
End: 2727 S Rockford Rd

Council District(s): 9

Event 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/Celebration

Event Includes: Amplified Sound, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Open Flame, Food Sales, No Parking Signage, Nightly Light Show

Anticipated Attendance: Total: 17000 Per Day: 1000

Anticipated Participants: Total: 0 Per Day: 0

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization:	Philbrook Museum of Art	Website:http://www.philbrook.org/
Chief Officer of Host Organization:	Megan Nesbit	
Email and Phone:	mnesbit@philbrook.org 918-748-5332	
Applicant Name:	Cristen Burdell	
Email and Phone:	cburdell@philbrook.org (918) 770-1250	
Professional Event Organizer:		
Email and Phone:		
On-site Contact:	Cristen Burdell	Mobile: (918) 770-1250
Billing Contact:	Revenue Projects Producer	Phone: (918) 770-1250
Billing Address:	2727 S ROCKFORD RD E Tulsa, OK 74114	

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: 11/27/2026	Time: 8:00am
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	N/A - Reserve Parking Spaces	
Event Start:	Date: 11/27/2026	Time: 5:30pm
Street Closure for Event Start:	Date:	Time:
Street(s) to be Closed for Event Start:	N/A - Reserve Parking Spaces	
Run, Walk, Parade Start Time:	N/A	
Daily Event Hours:	5:30-9:30pm	
Event End:	Date: 12/17/2026	Time: 9:30pm
Street Reopens after Event End:	Date:	Time:
Event Teardown:	Date: 12/28/2026	Time: Noon
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: 1 - 10x20 tent and 4 - 10x10 Provider and Phone: Canopies provided by customer. Tents are spaced according to TFD guidelines. 10x10 tents not separated by 12 feet are considered as a group. More than 4-10x10 tents or 2-10x20 tents in a group require a Tent Permit. Each group of tents not separated by 12 feet requires a Tent Permit.

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 Security, security@philbrook.org (918) 748-5386

Medical and/or First Aid Services: Yes Contact, Email and Phone: Philbrook Security, security@philbrook.org (918) 748-5386

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: N/A

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

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: 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: 0 Number of Performers/Bands: 16

Performer/Band name and music type: Nightly indoor music (acoustic) and outdoor light show music

Sound Amplification: Yes Start Time: 5:30pm Finish Time: 9:30pm

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

Speakers

Sound checks conducted prior to the event: Yes Start Time: 4:30pm Finish Time: 5pm

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 Front Gate, No Parking Signage, and Nightly Light Show by Integrity LAV

Mitigation of Impact

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

Number of Trash Receptacles: 20 Number of Dumpsters: 3 Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Neighborhood Assn

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: 11/02/2026 Date routed: 11/16/2026 Date for review: 11/18/2026

Special Events Committee Recommendation: _____ Yes ☐ No ☐ _____

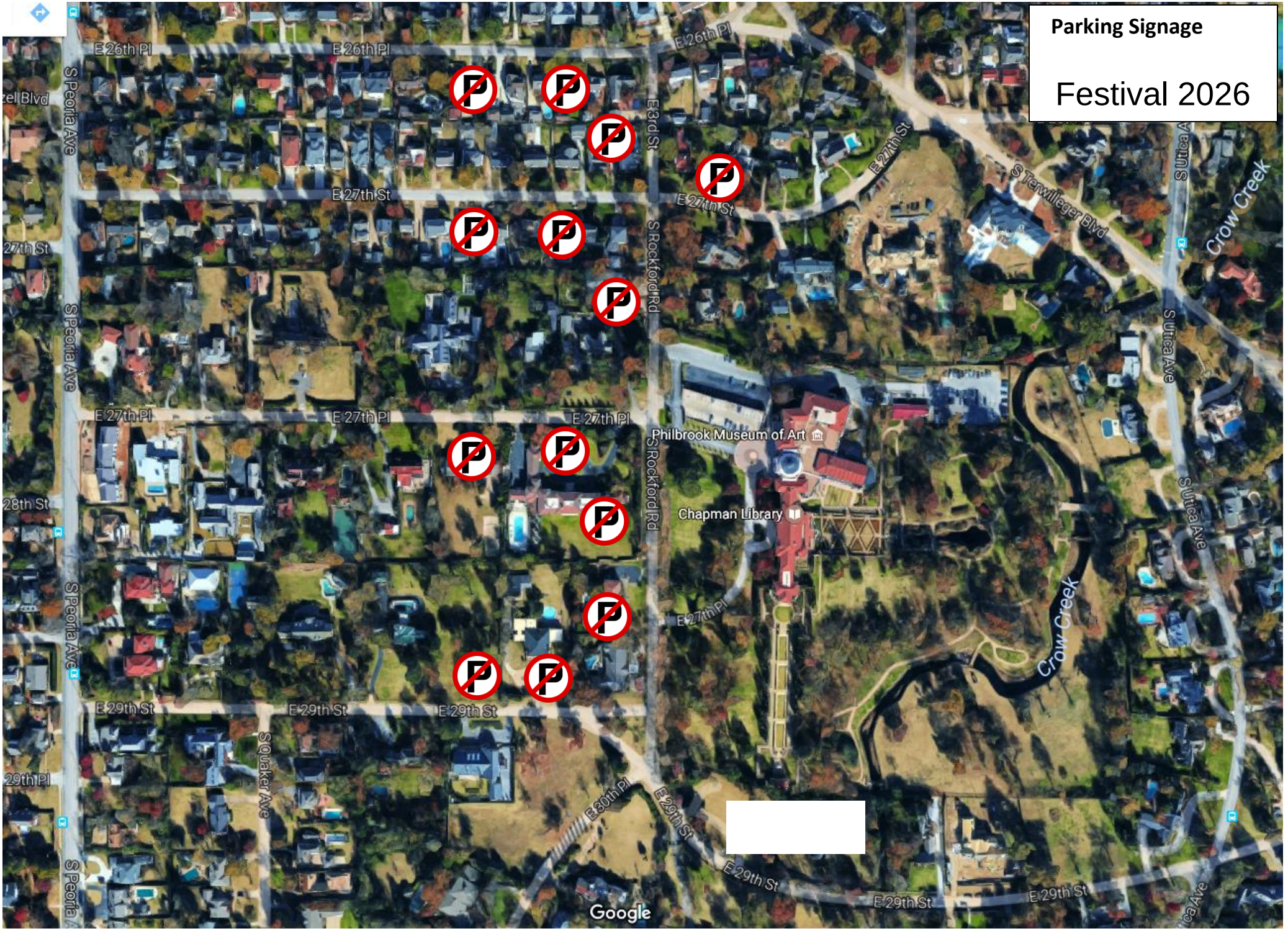
Date routed to Mayor: _____ Mayor's Recommendation: Yes ☐ No ☐ _____

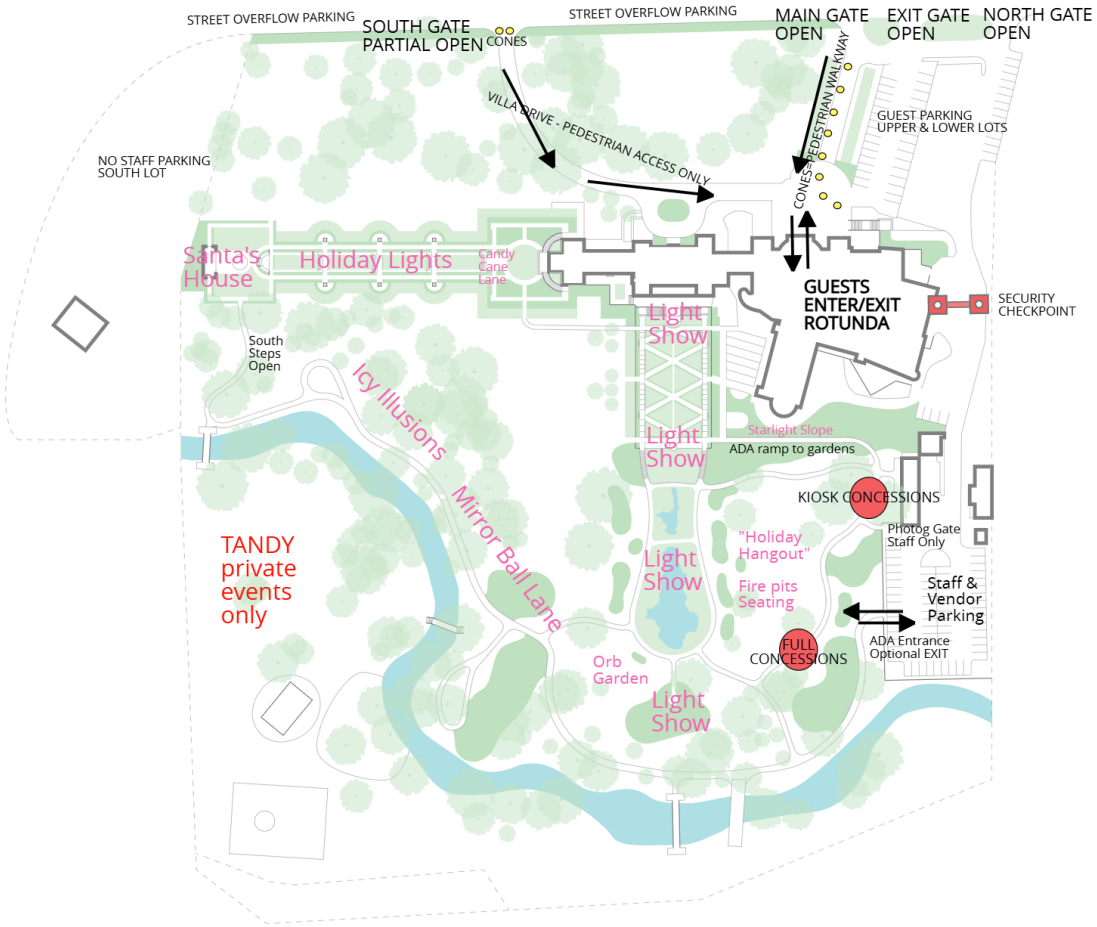
Date routed to Council: _____ City Council Approval: Yes ☐ No ☐ _____

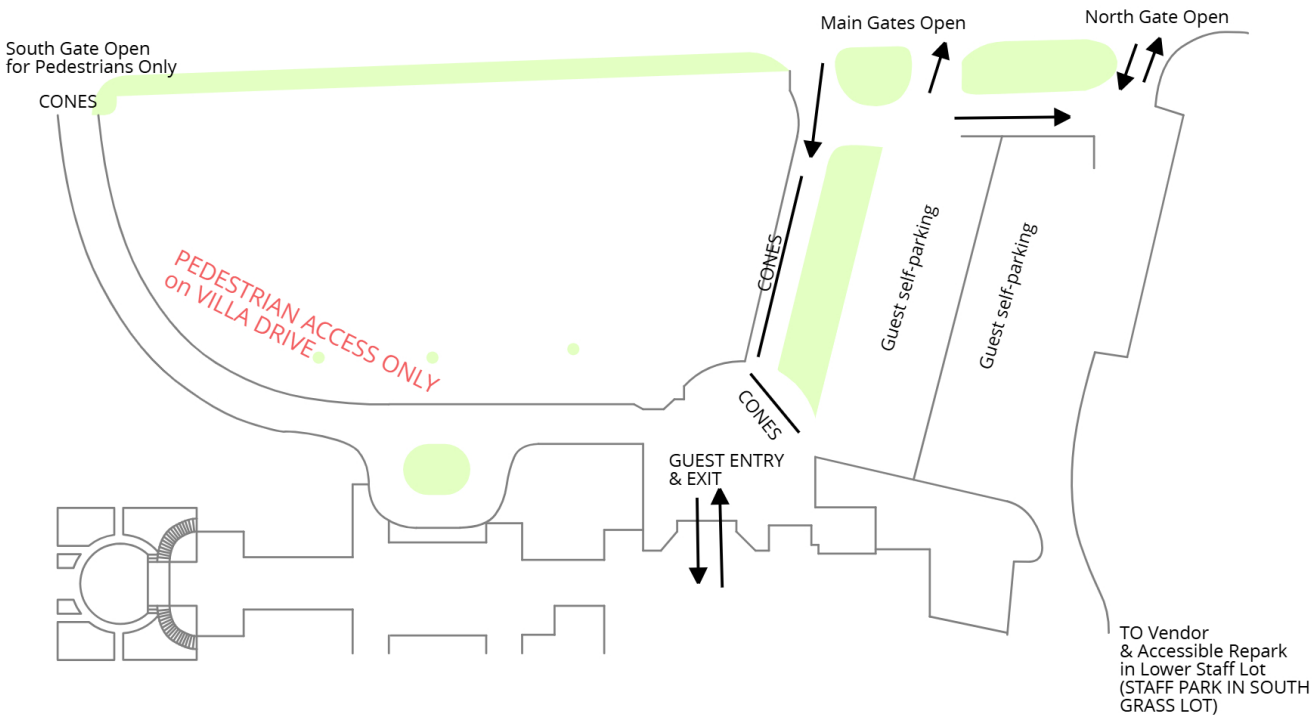
Date Permit Issued: _____ Comments: SEC meeting 11/18/2026.

Parking Signage

Festival 2026

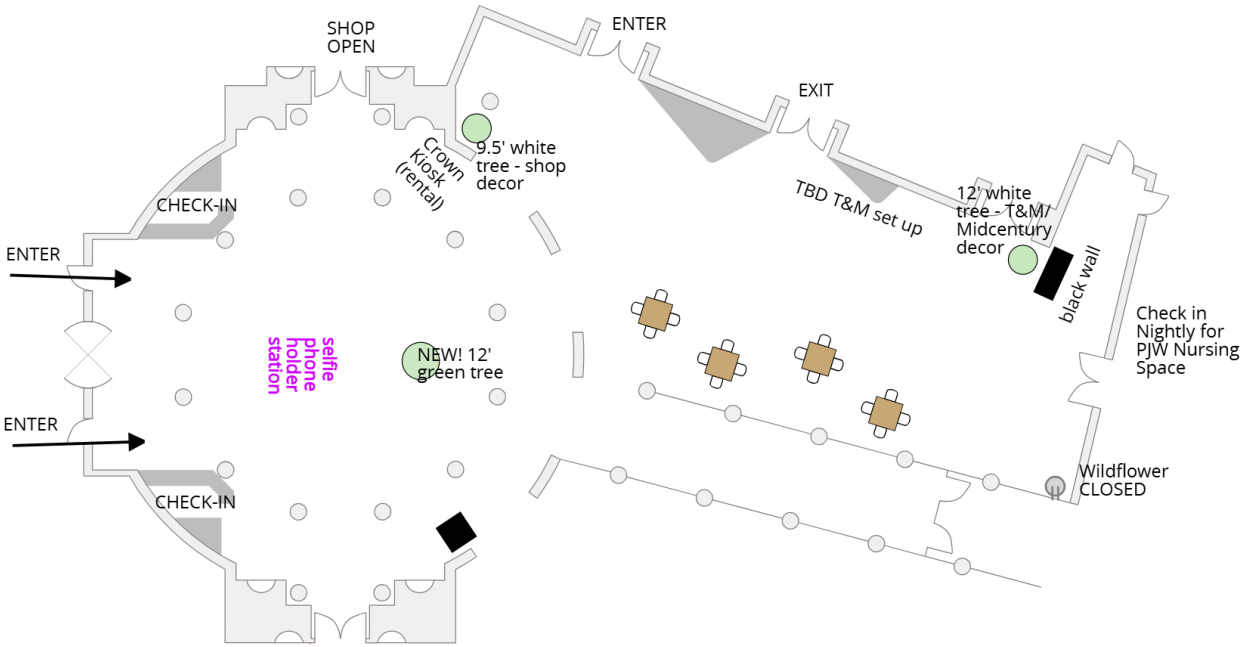



STREET OVERFLOW PARKING
SOUTH GATE
PARTIAL OPEN
CONES
STREET OVERFLOW PARKING
MAIN GATE
OPEN
EXIT GATE
OPEN
NORTH GATE
OPEN
VILLA DRIVE - PEDESTRIAN ACCESS ONLY
CONES PEDESTRIAN WALKWAY
GUEST PARKING
UPPER & LOWER LOTS
NO STAFF PARKING
SOUTH LOT
Santa's House
Holiday Lights
Candy Cane Lane
GUESTS
ENTER/EXIT
ROTUNDA
SECURITY
CHECKPOINT
Light Show
South Steps Open
Icy Illusions
Mirror Ball Lane
Starlight Slope
ADA ramp to gardens
Light Show
KIOSK CONCESSIONS
Photog Gate
Staff Only
TANDY
private
events
only
"Holiday Hangout"
Light Show
Fire pits
Seating
Staff &
Vendor
Parking
ADA Entrance
Optional EXIT
FULL
CONCESSIONS
Orb
Garden
Light Show



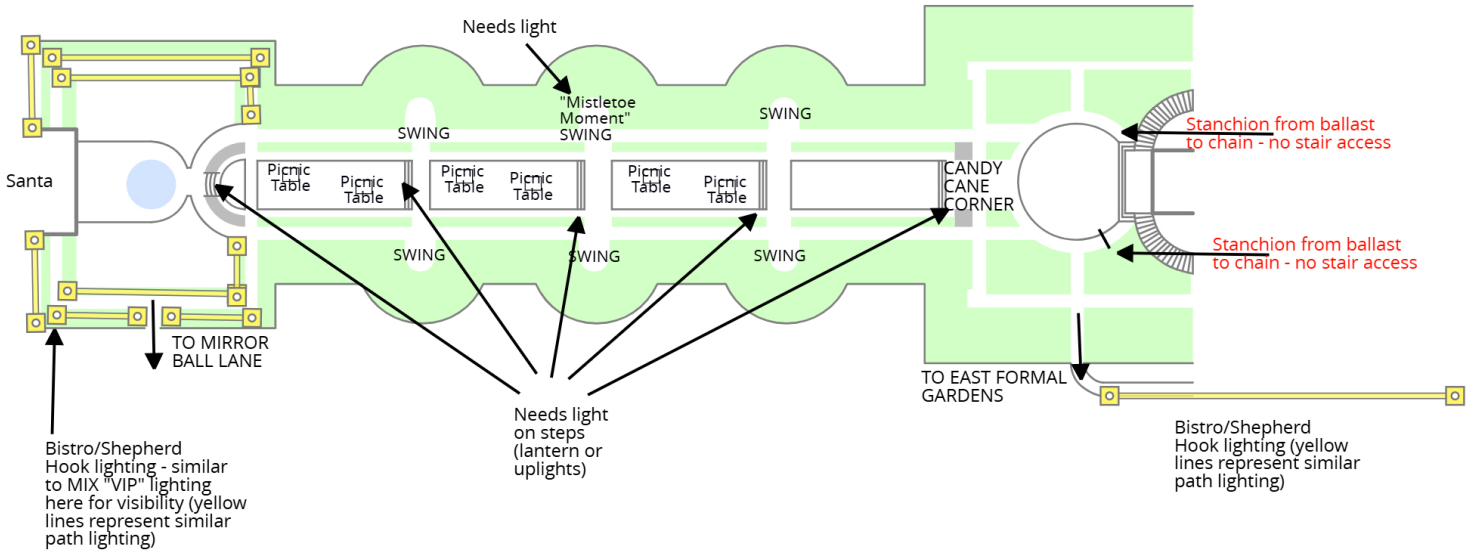
Festival 2026 (25+24 here, too!) - December 27, 2026
Philbrook Museum of Art - Front Lawn
Entry

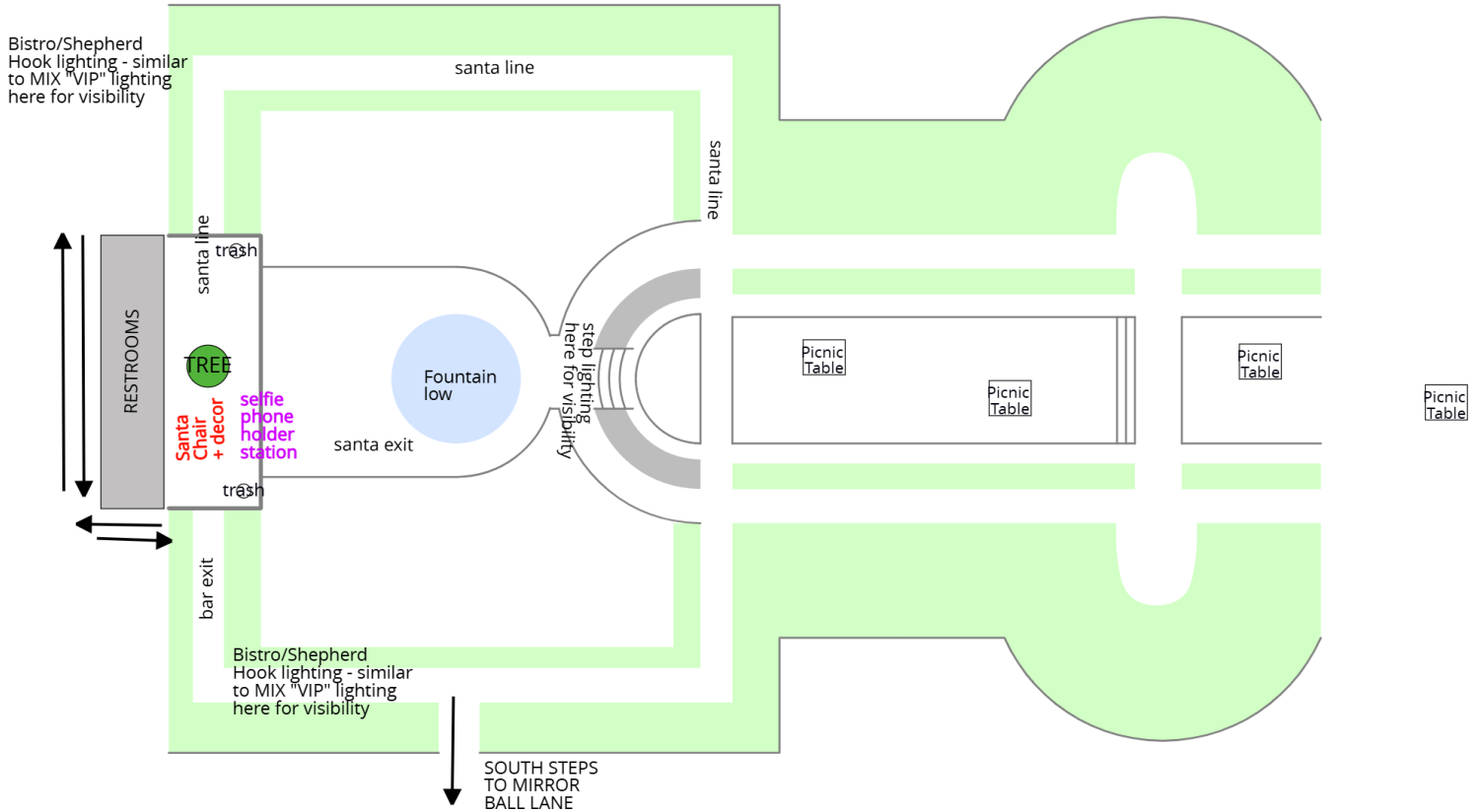
Powered by prismm



Festival 2026 (25+24 here, too!) - December 27, 2026
Philbrook Museum of Art - The Rotunda\Mabee Lobby
2026 Rotunda Mabee

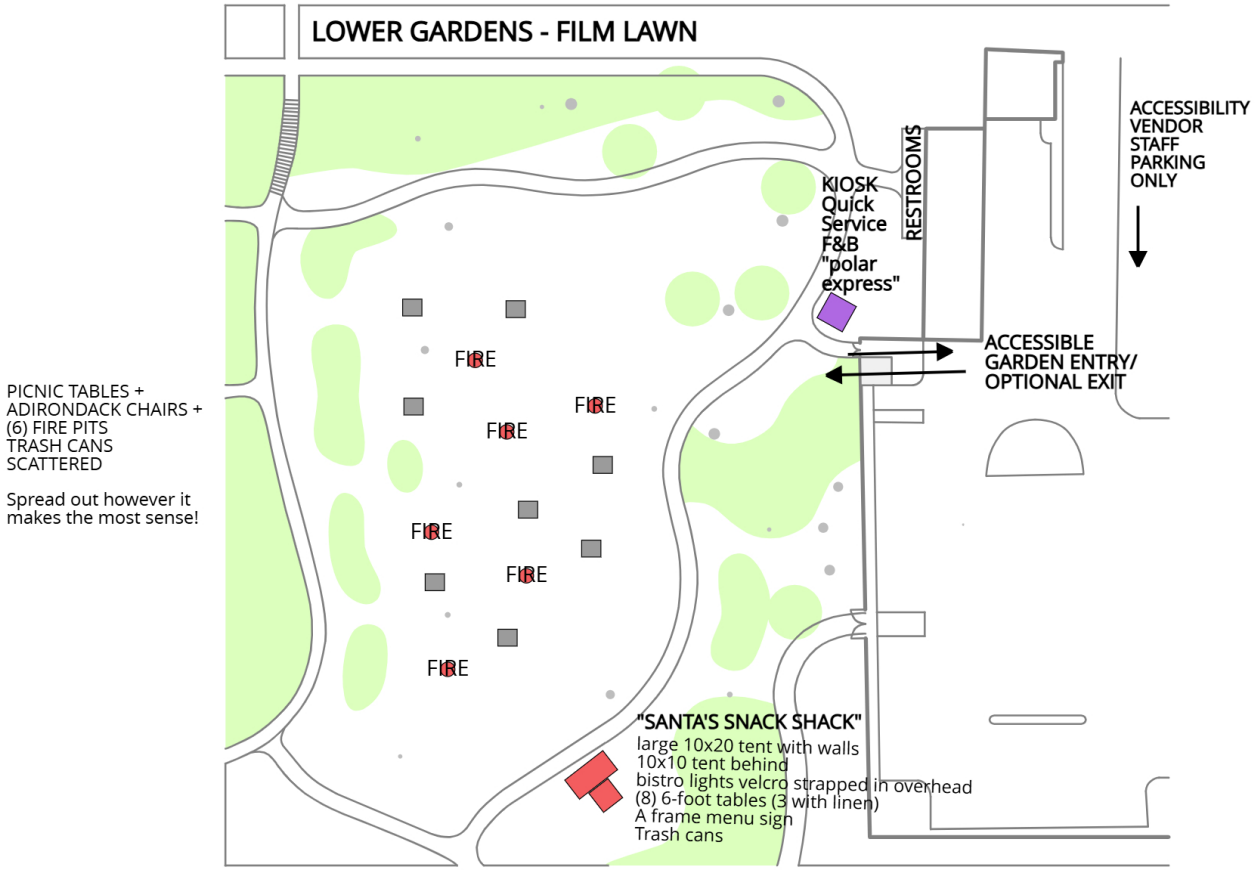
Powered by prismm


Needs light
"Mistletoe Moment" SWING
SWING
SWING
Santa
Picnic Table
Picnic Table
Picnic Table
Picnic Table
Picnic Table
Picnic Table
CANDY CANE CORNER
SWING
SWING
SWING
Stanchion from ballast to chain - no stair access
Stanchion from ballast to chain - no stair access
TO MIRROR BALL LANE
TO EAST FORMAL GARDENS
Bistro/Shepherd Hook lighting - similar to MIX "VIP" lighting here for visibility (yellow lines represent similar path lighting)
Needs light on steps (lantern or uplights)
Bistro/Shepherd Hook lighting (yellow lines represent similar path lighting)



Festival 2026 (25+24 here, too!) - December 27, 2026
Philbrook Museum of Art - Southern South Garden
2026 South SFG

Powered by prismm


LOWER GARDENS - FILM LAWN
PICNIC TABLES +
ADIRONDACK CHAIRS +
(6) FIRE PITS
TRASH CANS
SCATTERED
Spread out however it
makes the most sense!
FIRE
FIRE
FIRE
FIRE
FIRE
FIRE
KIOSK
Quick
Service
F&B
"polar
express"
RESTROOMS
ACCESSIBILITY
VENDOR
STAFF
PARKING
ONLY
ACCESSIBLE
GARDEN ENTRY/
OPTIONAL EXIT
"SANTA'S SNACK SHACK"
large 10x20 tent with walls
10x10 tent behind
bistro lights velcro strapped in overhead
(8) 6-foot tables (3 with linen)
A frame menu sign
Trash cans