



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Night Light Tulsa Date(s) of Event: October 4, 11, 18, 25, 2018

Location Address: 202 N MAYBELLE AVE W Council District(s): 4

Event Description: Night Light Tulsa is a weekly outreach program that serves Tulsa's homeless and low-income community. It has been functioning every Thursday evening since Sept. 2013. Volunteers come from across Tulsa and surrounding communities. This permit is for all Thursdays in October.

Event Category: Miscellaneous

Event Includes: Generator/Electricity, Public Right of Way, Open Flame, No Parking Signage, Sidewalk Closure, Street Closure

Anticipated Attendance: Total: 350 Per Day: 350

Anticipated Participants: Total: 350 Per Day: 350

Number of Events for Monthly Event: 4

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: The City Lights Foundation of Oklahoma/ Night Light Tulsa Website: www.citylightsok.org

Chief Officer of Host Organization: Sarah Grounds

Email and Phone: sarah.grounds@citylightsok.org (918) 991-9599

Applicant Name: The City Lights Foundation of Oklahoma

Email and Phone: sarah.grounds@citylightsok.org 918-991-9599

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Tyler Parette Mobile: (918) 991-9599

Billing Contact: The City Lights Foundation of Oklahoma Phone: 918-991-9599

Billing Address: 7204 S. Birch Ave.
BROKEN ARROW OK 74011

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/04/2018 Time: 6 pm
Street Closure for Event Setup: Date: 10/04/2018 Time: 6 pm
Street(s) to be Closed for Event Setup: Brady Street between Maybelle Ave and the Katy Trail.

Event Start: Date: 10/04/2018 Time: 6:15 pm
Street Closure for Event Start: Date: 10/04/2018 Time: 6 pm
Street(s) to be Closed for Event Start: Brady Street between Maybelle Ave and the Katy Trail.
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 6:15 pm- 9:30 pm

Event End: Date: 10/25/2018 Time: 9:30 pm
Street Reopens after Event End: Date: 10/25/2018 Time: 10 pm
Event Teardown: Date: 09/27/2018 Time: 9:30 pm
Street Reopens after Event Teardown: Date: 10/25/2018 Time: 10 pm

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 of Tents/Canopies: 0 Provider and Phone: N/A
Number of Inflatables: 0 Provider and Phone: N/A
Number of Amusement Rides: 0 Provider and Phone: N/A
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: Contact, Email and Phone: No hired security; Staff wears designated shirts and has people watching the perimeter. Staff has an emergency plan in place.

Medical and/or First Aid Services: Contact, Email and Phone: N/A

Traffic Control Barricade Company: Contact, Email and Phone: We own our barricades.

Equipment Setup: Date: 10/04/2018 Time: 6 pm Equipment Pickup: Date: 10/25/2018 Time: 10 pm

Crowd Management Fencing Company: 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

Name of Park and Location, if applicable: N/A

Drone: No

Portable Toilets: Provider and Phone: Aim To Please
918-606-5675

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 10/04/2018 Time: 6 pm

Equipment Pickup: Date: 10/25/2018 Time: 9:30 pm

Other information: N/A

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

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

Describe hot air balloons, fire lanterns or similar devices used at event:

N/A

Describe the use of any signs, banners, decorations, or special lighting used at event:

LED lights on our own stands.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Volunteers spend 30 minutes gathering trash and cleaning the site at the beginning of the night before we begin. At the end of the night they spend another 30 minutes sweeping, bagging, and cleaning up. We haul all the trash back to our personal dumpster at the end of the night.

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: N/A

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents

Avidavit 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: 09.02.2018 Date routed: 09.19.2018 Date for review: 09.26.2018

Special Events Committee Recommendation: 09.19.2018 Yes No

Date routed to Mayor: 09.20.2018 Mayor's Recommendation: 09.24.2018 Yes No

Date routed to Council: 09.20.2018 City Council Approval: 09.26.2018 Yes No

Date Permit Issued: _____ Comments: Form revised 09.19.2018

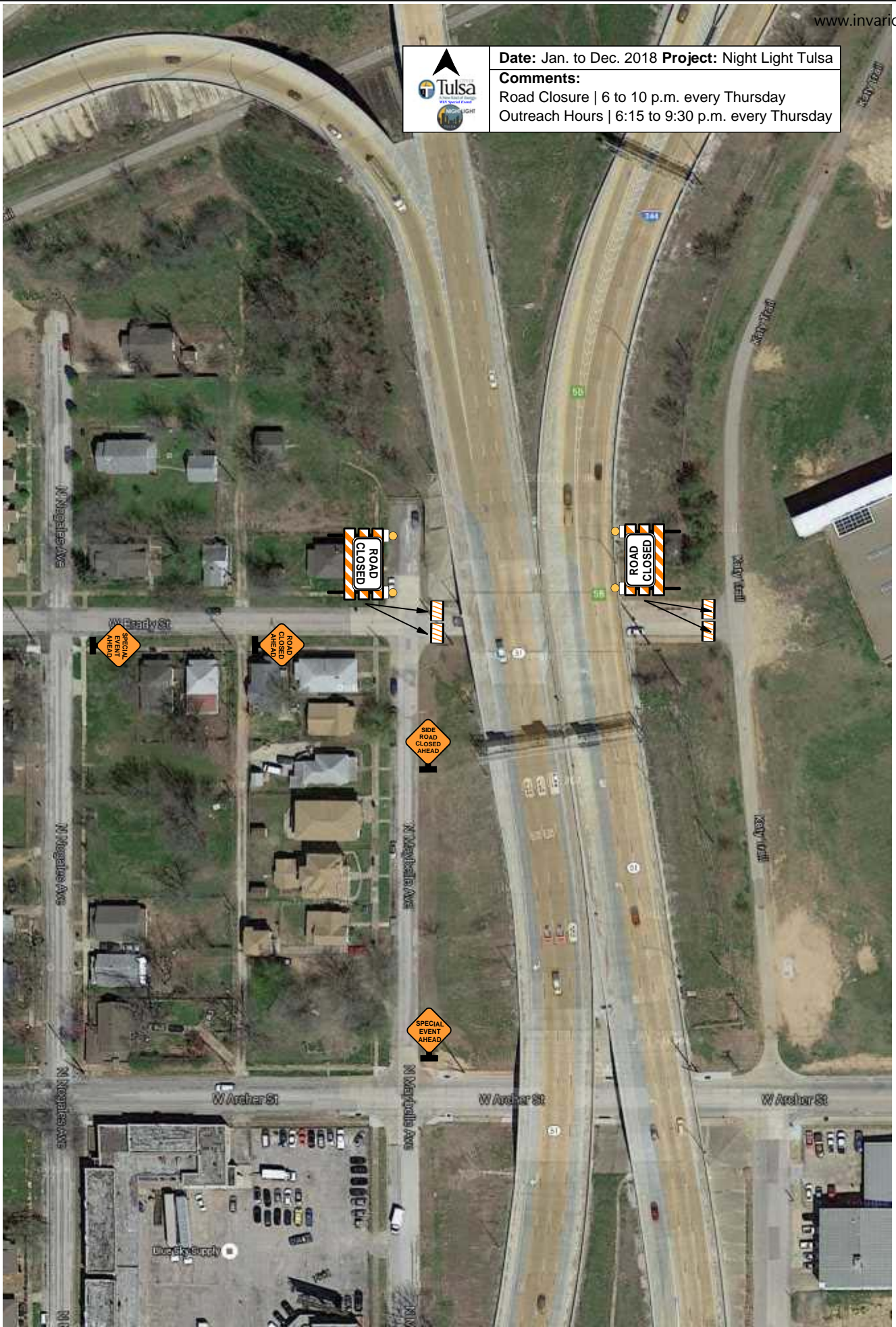


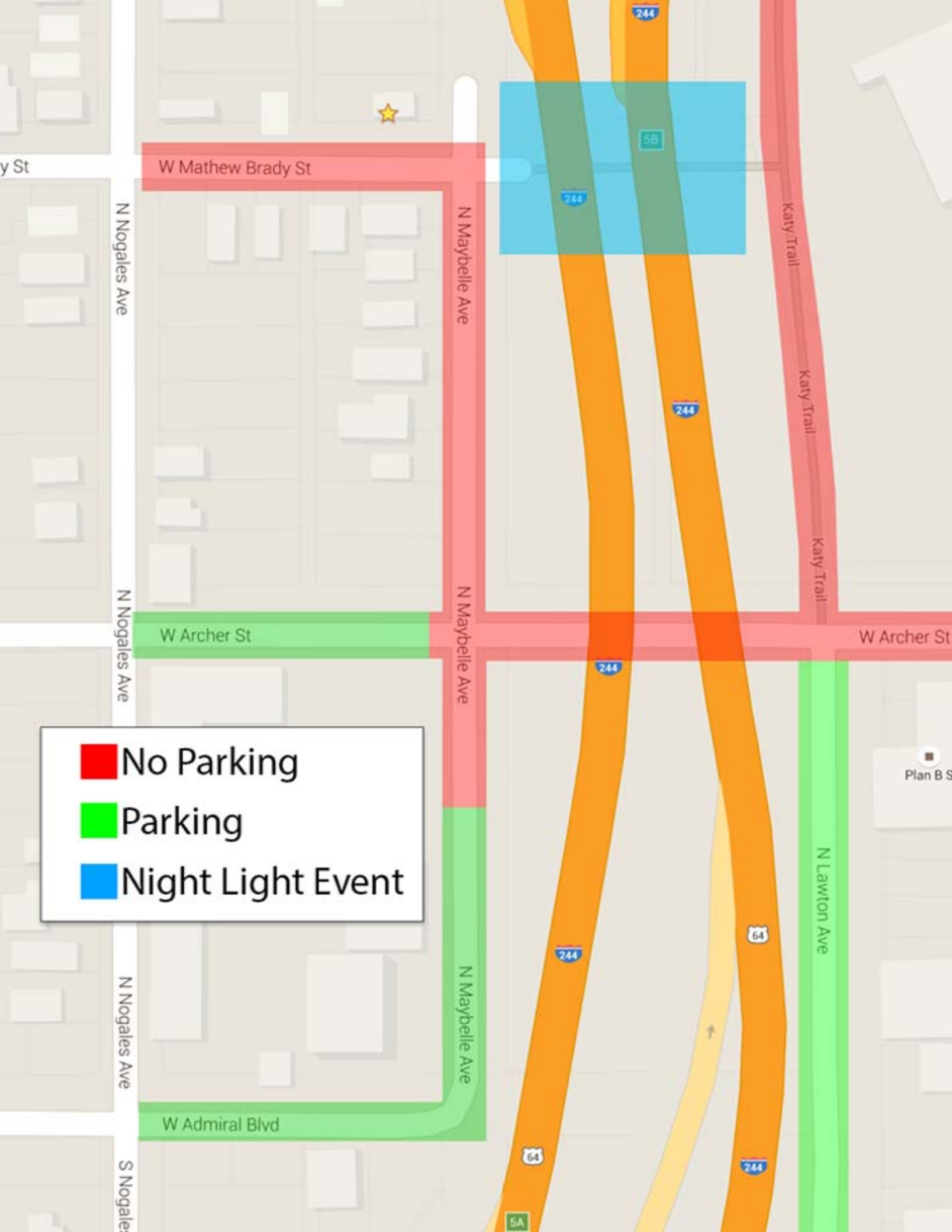
Date: Jan. to Dec. 2018 Project: Night Light Tulsa

Comments:

Road Closure | 6 to 10 p.m. every Thursday

Outreach Hours | 6:15 to 9:30 p.m. every Thursday





No Parking

Parking

Night Light Event

W Mathew Brady St

N Nogales Ave

N Maybelle Ave

Katy Trail

Katy Trail

Katy Trail

N Nogales Ave

W Archer St

N Maybelle Ave

W Archer St

Plan B S

N Lawton Ave

N Nogales Ave

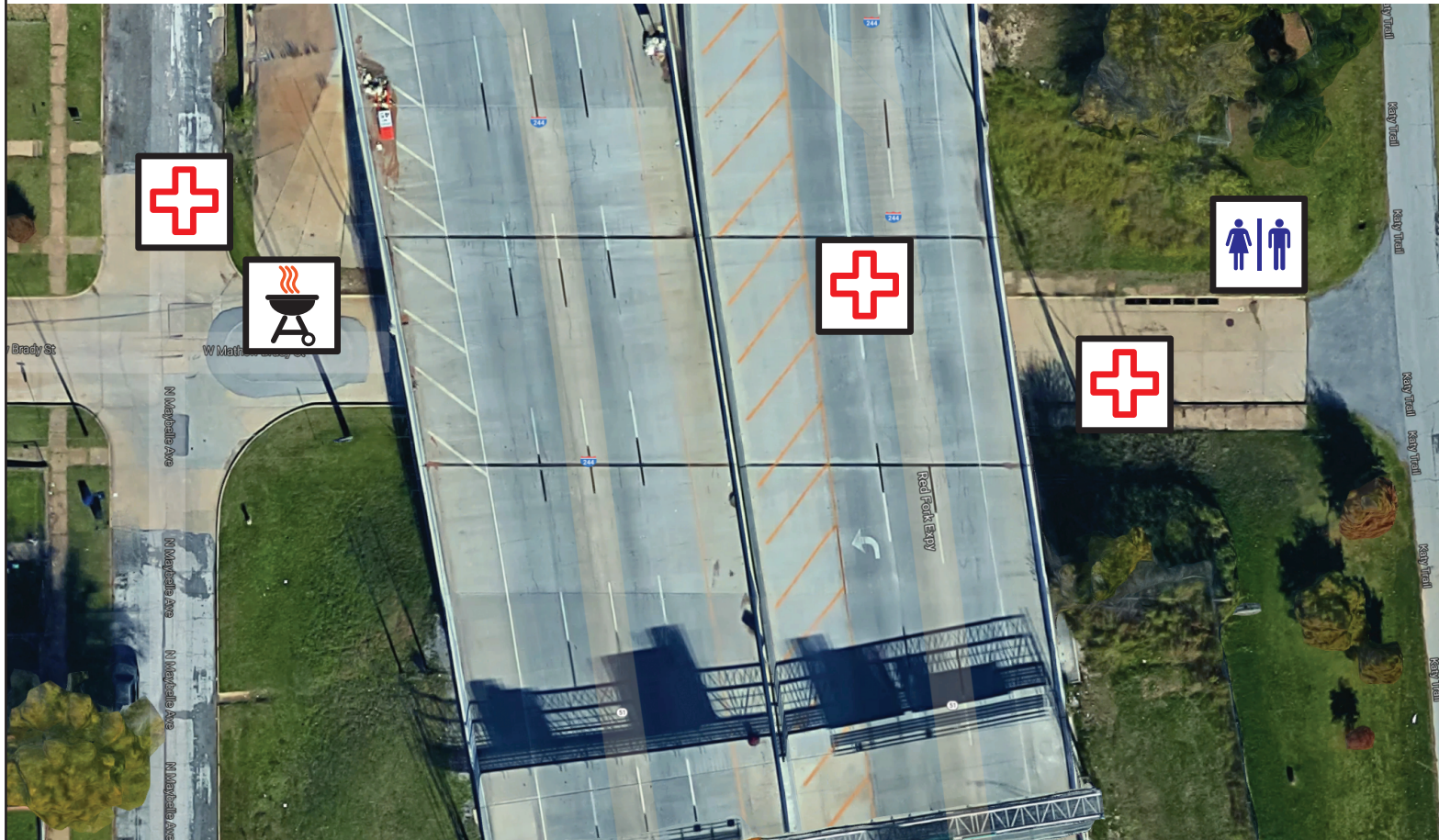
W Admiral Blvd

N Maybelle Ave

S Nogales Ave



NIGHTLIGHT TULSA



First Aid



Food Preparation



Portable Restrooms