



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: 16th Annual Arvest Winterfest

Date(s) of Event: November 20, 2023 -
January 2, 2024

Location Address: Start: 300 S Denver Ave
End: 300 S Frisco Ave

Council District(s): 1, 4

Event Description: Outdoor ice skating rink, performances, holiday train, and visits with Santa.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Tent/Canopy, Beer/Alcohol Sales, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Fireworks/Pyrotechnics, Merchandise Sales, Street Closure

Anticipated Attendance: Total: 160000

Per Day: 3500

Anticipated Participants: Total: 350000

Per Day: 800

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: BOK Center - OVG Tulsa

Website: www.bokcenter.com

Chief Officer of Host Organization: Bryan Crowe

Email and Phone: bcrowe@asmtulsa.com 918-894-4210

Applicant Name: Victoria Henshaw

Email and Phone: vhenshaw@asmtulsa.com 918-894-4289

Professional Event Organizer:

Email and Phone:

On-site Contact: Victoria Henshaw

Mobile: 918-404-0104

Billing Contact: BOK Center - ASM-Tulsa

Phone: 918-894-4289

Billing Address: 200 S DENVER AVE W
Tulsa, OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/16/2023 Time: 8AM
Street Closure for Event Setup: Date: 10/15/2023 Time: 5PM
Street(s) to be Closed for Event Setup: 3rd St between Denver Ave and Frisco Ave.
East curb lane of Frisco Ave from 2nd St to 3rd St

Event Start: Date: 11/20/2023 Time: 5PM
Street Closure for Event Start: Date: 10/15/2023 Time: 5PM
Street(s) to be Closed for Event Start: 3rd St between Denver Ave and Frisco Ave.
East curb lane of Frisco Ave from 2nd St to 3rd St

Run, Walk, Parade Start Time: NA
Daily Event Hours: Weekdays: 5 - 10 p.m.
Weekends: 11 a.m. - 11 p.m.

Event End: Date: 01/02/2024 Time: 11PM
Street Reopens after Event End: Date: 01/26/2024 Time: 5PM

Event Teardown: Date: 01/03/2024 Time: 8AM
Street Reopens after Event Teardown: Date: 01/26/2024 Time: 5PM

Secondary Permits Required

Beer Sales, Alcohol Sales: Wine Sales, Alcohol (Spirits) Sales, Beer Sales
Number of Food Vendors: 5
Number of Food Trucks: 5
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 10 Number of Service Vendors: 0
Number & Sizes of Tents: (1) 40x50 tent Provider and Phone: OVG Tulsa (918) 894-4200
Number of Inflatables: No 0 Provider and Phone: NA
Number of Amusement Rides: Yes 1 Provider and Phone: Jumpin' Jiminy, Inc. (918) 445-4679
(Trackless Train)

Use of fireworks, rockets, lasers, or other pyrotechnics: No
Provider and Phone: NA

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Yes Contact, Email and Phone: OVG Tulsa - Spence Rich Senior Security & Safety Manager (918) 894-4340

Medical and/or First Aid Services: Yes Contact, Email and Phone: EMSA (918) 596-3100

Traffic Control Barricade Company: Yes Contact, Email and Phone: OVG Tulsa (918) 894-4340, RoadSafe Traffic Systems (918) 425-4550

Equipment Setup: Date: 10/15/2023 Time: 5PM Equipment Pickup: Date: 01/26/2024 Time: 5PM

Crowd Management Fencing Company: No Contact, Email and Phone: NA

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Parking Garage, Street, ADA parking available, Paved Lot

Transportation Service: Ride Share

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): BOK Center

Park: No Name of Park and Location: NA

Drone: No

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

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 11/17/2023 Time: 8AM

Equipment Pickup: Date: 01/03/2024 Time: 8AM

Other Event Information: OVG Tulsa (918) 894-4340 will provide the crowd control barricades around the designated premise when alcohol is being served. See TCP and Site maps.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 20

Performer/Band name and music type: Dance groups, bands

Sound Amplification: Yes

Start Time: 5 PM

Finish Time: 11 PM

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

Speakers

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

BOK Center will place signs

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: BOK Center will cleanup area

Number of Trash Receptacles: 12

Number of Dumpsters: 1

Number of Recycling Containers: 6

Cleanup Service: Yes Provider and Phone: ASM Tulsa - Kevin Jones (918) 894-4200

Presented Event Concept to:

If not presented, please explain:

Website and Kiosk

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.

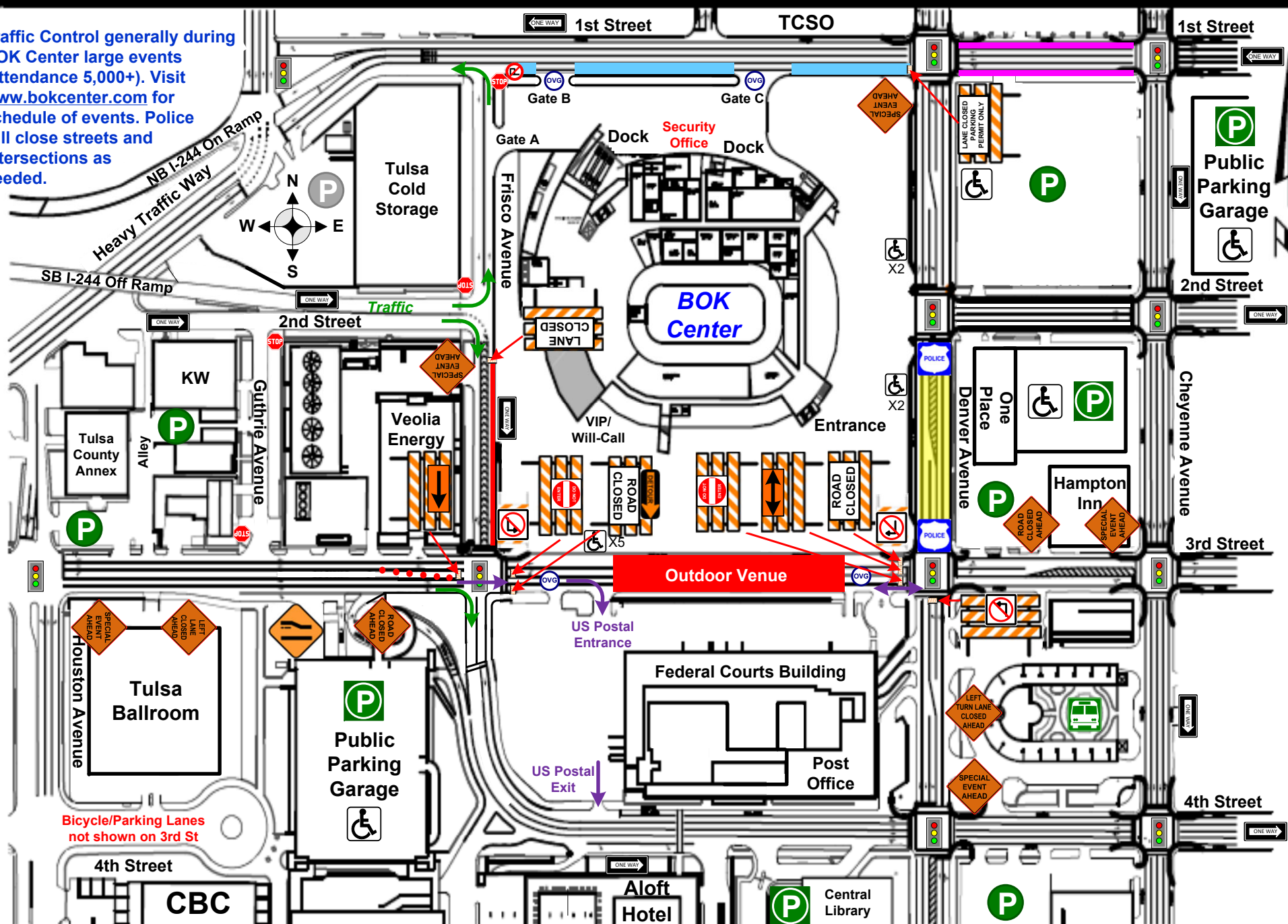
Initials: On File

For City of Tulsa Special Events Committee Use Only


Date received: 07/19/2023 Date routed: 10/19/2023 Date for review: 10/25/2023
Special Events Committee Recommendation: Meeting Review Yes ☒ No ☐ 10/18/2023
Date routed to Mayor: 10/19/2023 Mayor's Recommendation: Yes ☐ No ☐ _____
Date routed to Council: 10/19/2023 City Council Approval: Yes ☐ No ☐ _____
Date Permit Issued: _____ Comments: SEC meeting 10/18/2023. Mayor agenda
10/25/2023. City Council agenda 10/25/2023. Placed in Nov file. Application revised 10/19/2023.




Traffic Control generally during BOK Center large events (attendance 5,000+). Visit www.bokcenter.com for schedule of events. Police will close streets and intersections as needed.




CITY OF
Tulsa
A New Kind of Energy.
DCE Special Events

 BOK Center Security

 Parking Permit Only

 Rideshare Lane Closure by Police

 Outdoor Venue Road Closure

 Road Closure before the Event Starts and after the Event Ends when 3rd Street is Closed for venue.

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