



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Kelsea Ballerini Street Party

Date(s) of Event: Saturday, April 5, 2025

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

Council District(s): 1, 4

Event Description: Street party for Kelsea Ballerini concert inside the BOK Center

Event Category: Street/Block Party

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

Anticipated Attendance: Total: 1500

Per Day: 1500

Anticipated Participants: Total: 1500

Per Day: 1500

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: Keller Taylor

Email and Phone: keller.taylor@oakviewgroup.com 970-518-5131

Applicant Name: Victoria Pittman

Email and Phone: victoria.pittman@oakviewgroup.com 918-404-0104

Professional Event Organizer:

Email and Phone:

On-site Contact: Victoria Pittman

Mobile: 918-404-0104

Billing Contact: OVG 360 - BOK Center

Phone: 918-404-0104

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

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 04/03/2025 Time: 8AM
Street Closure for Event Setup: Date: 04/02/2025 Time: 5PM
Street(s) to be Closed for Event Setup: 3rd St between Denver Ave and Frisco Ave
Event Start: Date: 04/05/2025 Time: 5PM
Street Closure for Event Start: Date: 04/02/2025 Time: 5PM
Street(s) to be Closed for Event Start: 3rd St between Denver Ave and Frisco Ave
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 5PM - 7PM
Event End: Date: 04/05/2025 Time: 7PM
Street Reopens after Event End: Date: 04/08/2025 Time: 8AM
Event Teardown: Date: 04/05/2025 Time: 7PM
Street Reopens after Event Teardown: Date: 04/08/2025 Time: 8AM

Secondary Permits Required

Beer Sales, Alcohol Sales: Wine Sales, Alcohol (Spirits) Sales, Beer Sales
Number of Food Vendors: 3
Number of Food Trucks: 3
Food Cooked on-site: No Fuel(s) to be used: Gas
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 3 - 20x20 Provider and Phone: Party Perfect, 918-258-7368
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: In-house security through the BOK Center

Medical and/or First Aid Services: Yes Contact, Email and Phone: EMSA will be onsite for the concert

Traffic Control Barricade Company: No Contact, Email and Phone: N/A - BOK Center owns barricades and signage

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: Street, ADA parking available

Transportation Service: Valet Service, Ride Share

Transportation Service: Contact, Email and Phone: Pending

Sponsor and Other Event Information

Event Sponsor(s): BOK Center

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

Drone: No

Portable Toilets: Yes Provider and Phone: AYS, 918-272-0568

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

Equipment Setup: Date: 04/04/2025 Time: 8AM

Equipment Pickup: Date: 04/07/2025 Time: 8AM

Other Event Information: See Attachments

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 2

Performer/Band name and music type: Live artist with band

Sound Amplification: Yes

Start Time: 5PM

Finish Time: 7PM

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

Speakers

Sound checks conducted prior to the event: Yes

Start Time: 1PM

Finish Time: 2PM

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: BOK Center will clean up

Number of Trash Receptacles: 5

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

BOK Center website

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

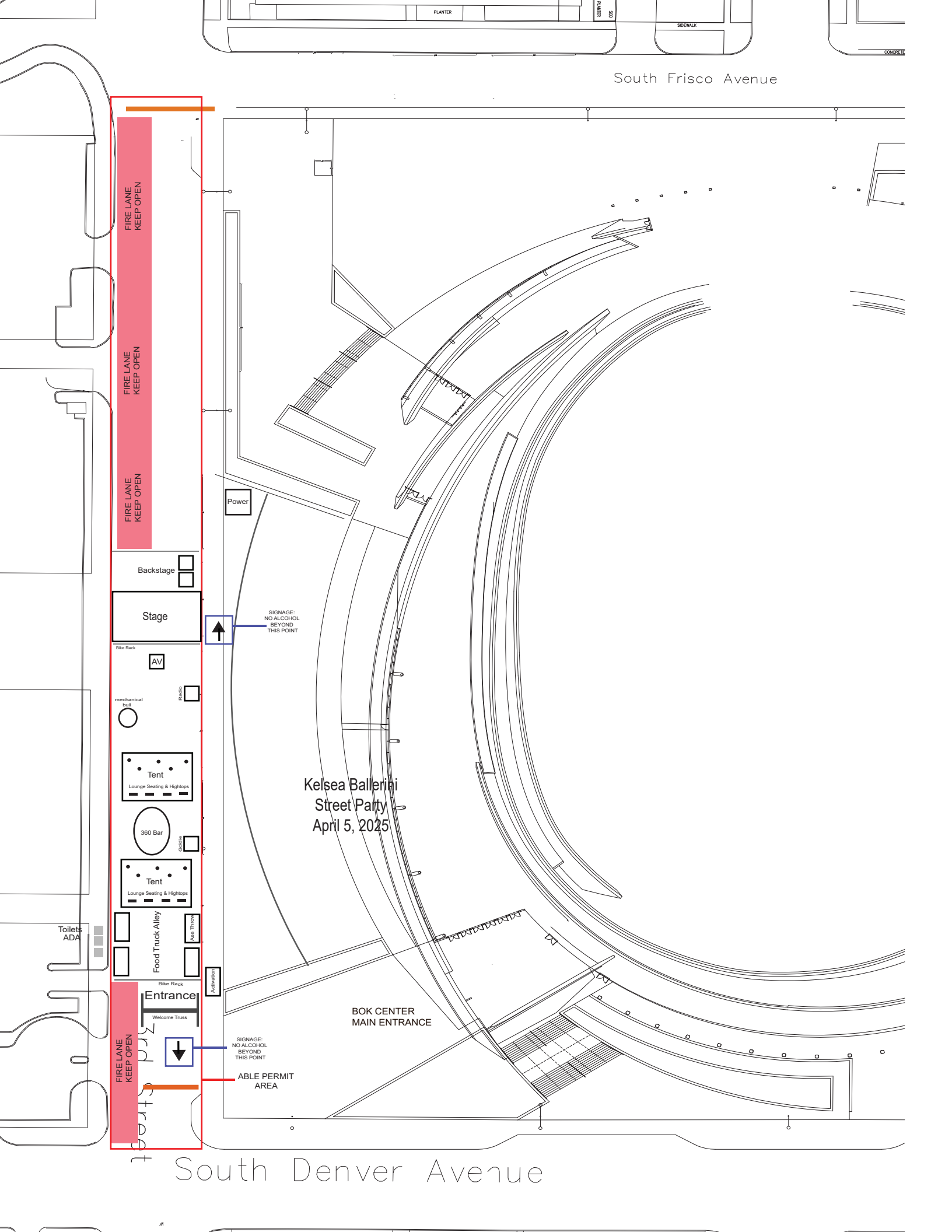
Date received: 02/03/2025 Date routed: 03/18/2025 Date for review: 04/02/2025

Special Events Committee Recommendation: Meeting Review Yes ☒ No ☐ 03/19/2025

Date routed to Mayor: 03/20/2025 Mayor's Recommendation: Yes ☐ No ☐ _____

Date routed to Council: 03/25/2025 City Council Approval: Yes ☐ No ☐ _____

Date Permit Issued: _____ Comments: SEC meeting 03/19/2025. Mayor agenda
03/26/2025. City Council agenda 04/02/2025. COI expired 03/30/2025.



South Frisco Avenue

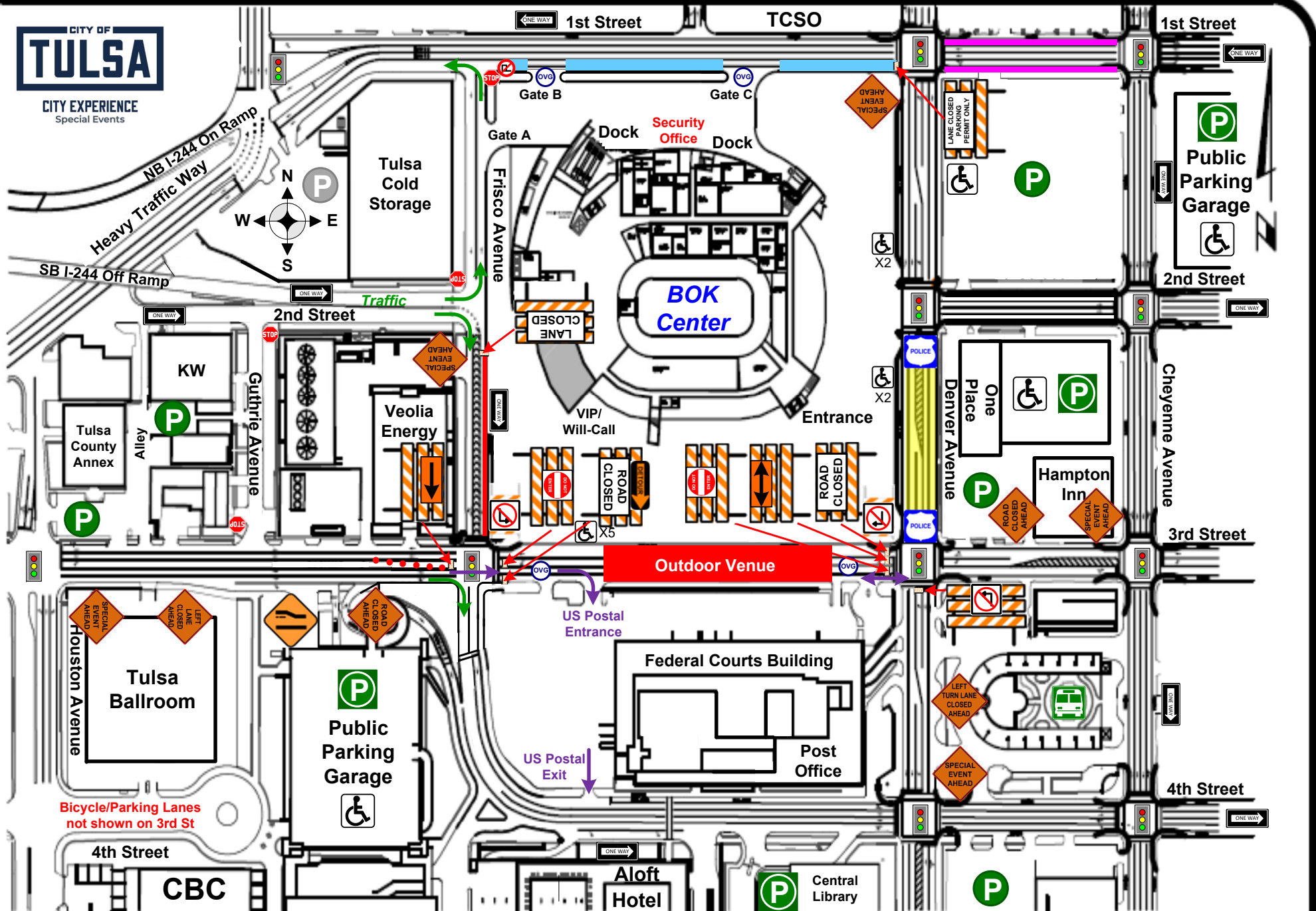
Kelsea Ballerini
Street Party
April 5, 2025

BOK CENTER
MAIN ENTRANCE

South Denver Avenue



CITY EXPERIENCE
Special Events



Traffic Control generally during BOK Center large events (attendance 5,000+).
Visit www.bokcenter.com for schedule.



BOK Center Security

Parking Permit Only

Rideshare Lane Closure by Police

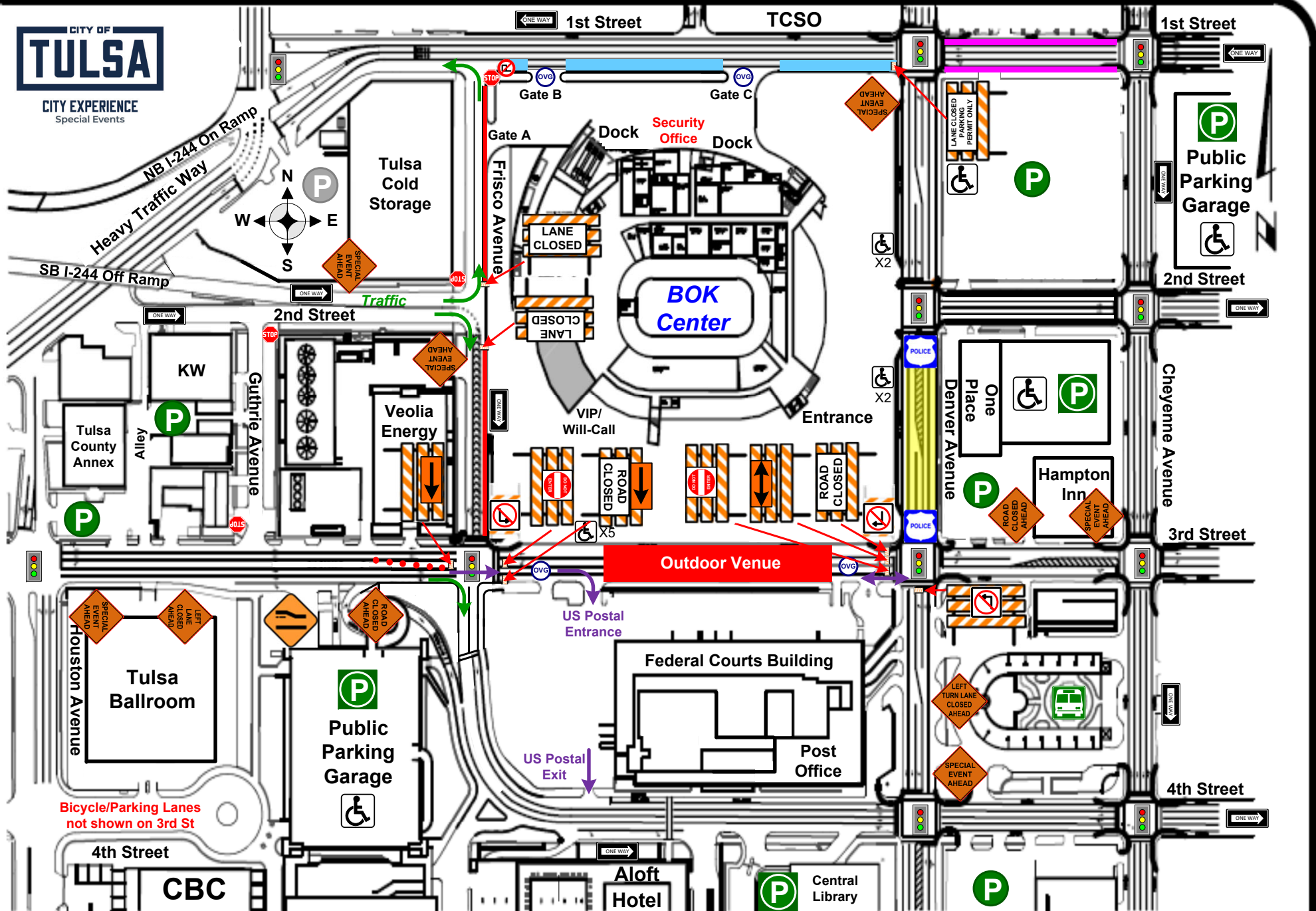
Outdoor Venue Road Closure

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





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Rideshare Lane Closure by Police


Outdoor Venue Road Closure







 Road Closure Depending on Crowd Size before Event Starts and before Event Ends

 N Curb Parking Lane Closure

 Outdoor Venue Road Closure

 Parking Permit Only

 Rideshare Lane Closure by Police