



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Night Light Tulsa Date(s) of Event: July 4, 11, 18, 25, 2019  
Location Address: 202 N MAYBELLE AVE W Council District(s): 4  
Event Description: Night Light Tulsa is a weekly event that serves Tulsa's Homeless and Low-income community. It occurs every Thursday year round and has been functioning since Sept. 2013. Volunteers come from across Tulsa and nearby communities to participate.

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

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Host Organization: The City Lights Foundation of Oklahoma Website: https://citylightsok.org/

Chief Officer of Host Organization: Sarah Grounds

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

Applicant Name: Sarah Grounds

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

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Tyler Parette Mobile: 918-510-9713

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***

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<b>Event Setup:</b>	Date: <u>07/04/2019</u>	Time: <u>6 pm</u>
Street Closure for Event Setup:	Date: <u>07/04/2019</u>	Time: <u>6 pm</u>
Street(s) to be Closed for Event Setup:	Maybelle Ave and Brady St through dead end bridge to Katy Trail	
 <b>Event Start:</b>	 Date: <u>07/04/2019</u>	 Time: <u>6:30 pm</u>
Street Closure for Event Start:	Date: <u>07/04/2019</u>	Time: <u>6 pm</u>
Street(s) to be Closed for Event Start:	<u>See Map</u>	
Run, Walk, Parade Start Time:	<u>NA</u>	
Daily Event Hours:	<u>6:30 to 9:30 p.m.</u>	
 <b>Event End:</b>	 Date: <u>07/25/2019</u>	 Time: <u>9:30 pm</u>
Street Reopens after Event End:	Date: <u>07/25/2019</u>	Time: <u>10 pm</u>
 <b>Event Teardown:</b>	 Date: <u>07/25/2019</u>	 Time: <u>9:30 pm</u>
Street Reopens after Event Teardown:	Date: <u>07/25/2019</u>	Time: <u>10 pm</u>

### ***Secondary Permits Required***

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Beer Sales, Alcohol Sales:	<u>Not Applicable</u>	
Number of Food Vendors:	<u>0</u>	
Number of Food Trucks:	<u>0</u>	
Food Cooked on-site:	<u>Yes</u>	Fuel(s) to be used: <u>Gas</u>
Number of Item Vendors:	<u>0</u>	Number of Service Vendors: <u>0</u>
Number of Tents/Canopies:	<u>0</u>	Provider and Phone: <u>NA</u>
Number of Inflatables:	<u>0</u>	Provider and Phone: <u>NA</u>
Number of Amusement Rides:	<u>0</u>	Provider and Phone: <u>NA</u>
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>	
Provider and Phone:	<u>NA</u>	

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

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Security and/or Police: Contact, Email and Phone: Midnight Run Services LLC  
Chris (918) 895-6779

Medical and/or First Aid Services: Contact, Email and Phone: Not using specific services but do have a physician and RN on volunteer staff and have multiple first aid kits and an AED on site.

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

Equipment Setup: Date: 07/04/2019 Time: 6 pm Equipment Pickup: Date: 07/25/2019 Time: 10 pm

Crowd Management Fencing Company: Contact, Email and Phone: NA

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

Parking Type: Street

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): The City Lights Foundation of Oklahoma

Name of Park and Location, if applicable: NA

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: 07/04/2019 Time: 6 pm

Equipment Pickup: Date: 07/05/2019 Time: am

Other information: Portable toilets removed every morning after each event.

## **Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: No

Start Time:

Finish Time:

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

NA

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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

NA

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

LED lights on specifically built stands

## **Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We have 6 trash receptacles. These are dispersed around the bridge. We have a clean up crew that begins as soon as road blocks go up. We then have a designated crew during the evening that consists of 12 volunteers. They are responsible for trash under the bridge, down the street, and all the way over to the Day Center. At the end of the night we do checks to make sure everything is picked up. We load it in our vehicles and take it back to the dumpster at our building. We pick up any and all trash- much of it is there when we arrive. We maintain pictures on occasion to verify we are always leaving this area better than we find it each week.

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: We have been serving this area since Sept. 2013. Many nearby residents use these services.

## **Avidavit of Applicant**

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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



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**For City of Tulsa Special Events Committee Use Only**

Date received: 06/12/2019      Date routed: 06/18/2019      Date for review: 06/26/2019

Special Events Committee Recommendation: \*Email Review      ☒ Yes ☐ No

Date routed to Mayor: 06/20/2019      Mayor's Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

Date routed to Council: 06/20/2019      City Council Approval: \_\_\_\_\_ ☐ Yes ☐ No

Date Permit Issued: \_\_\_\_\_      Comments: Permit revised 06/18/2019. \*Meeting 06/26/2019.

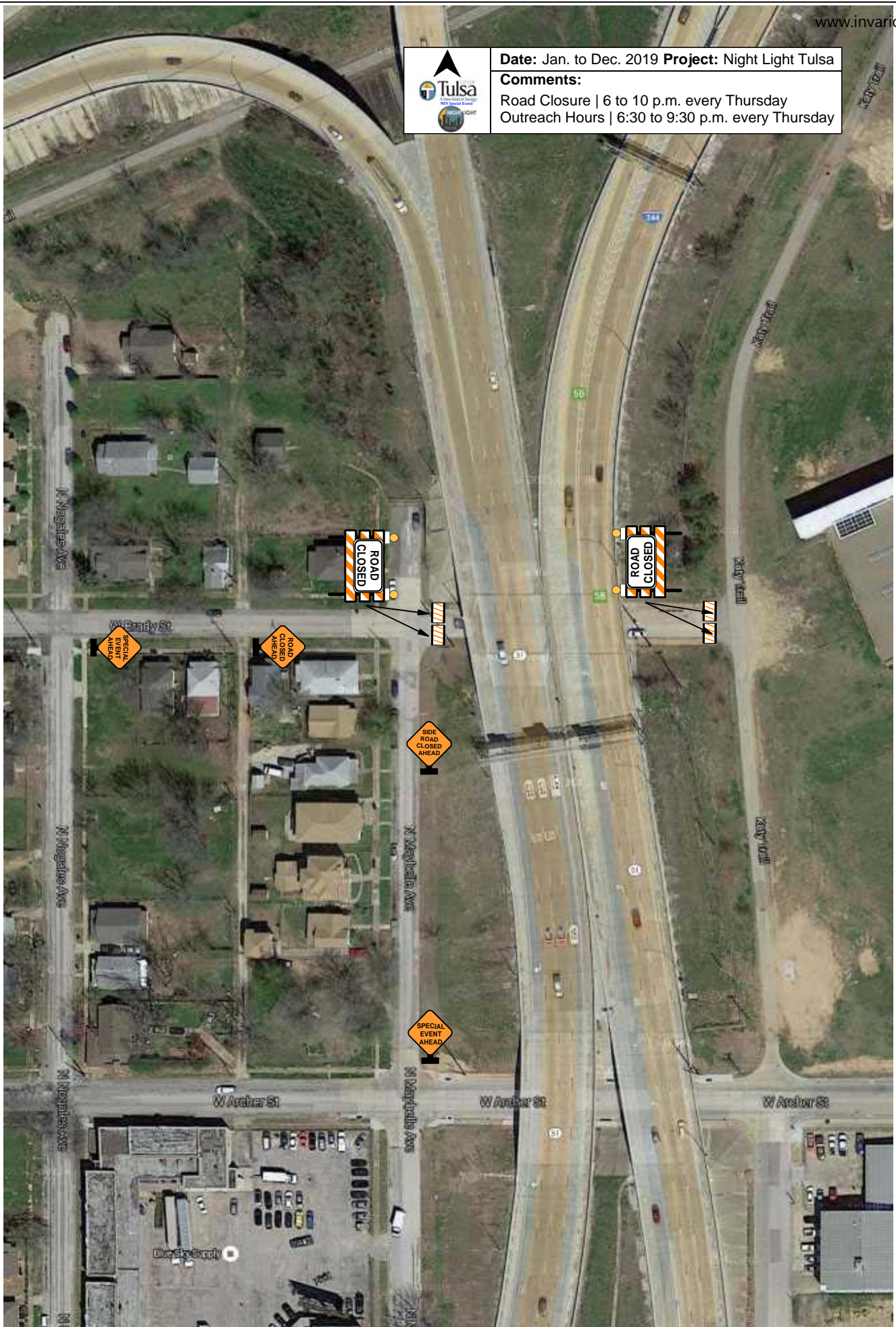


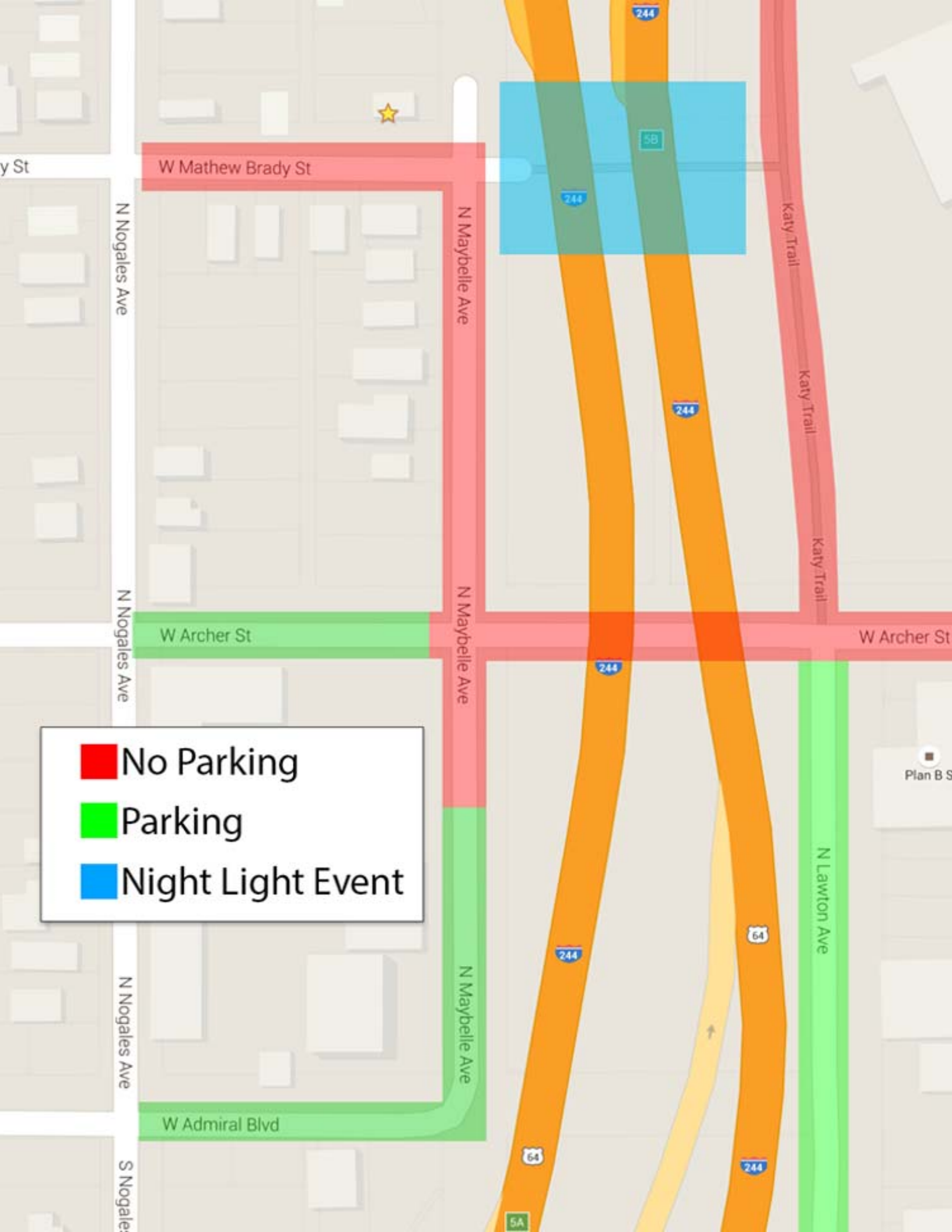
**Date:** Jan. to Dec. 2019 **Project:** Night Light Tulsa

**Comments:**

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

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





No Parking

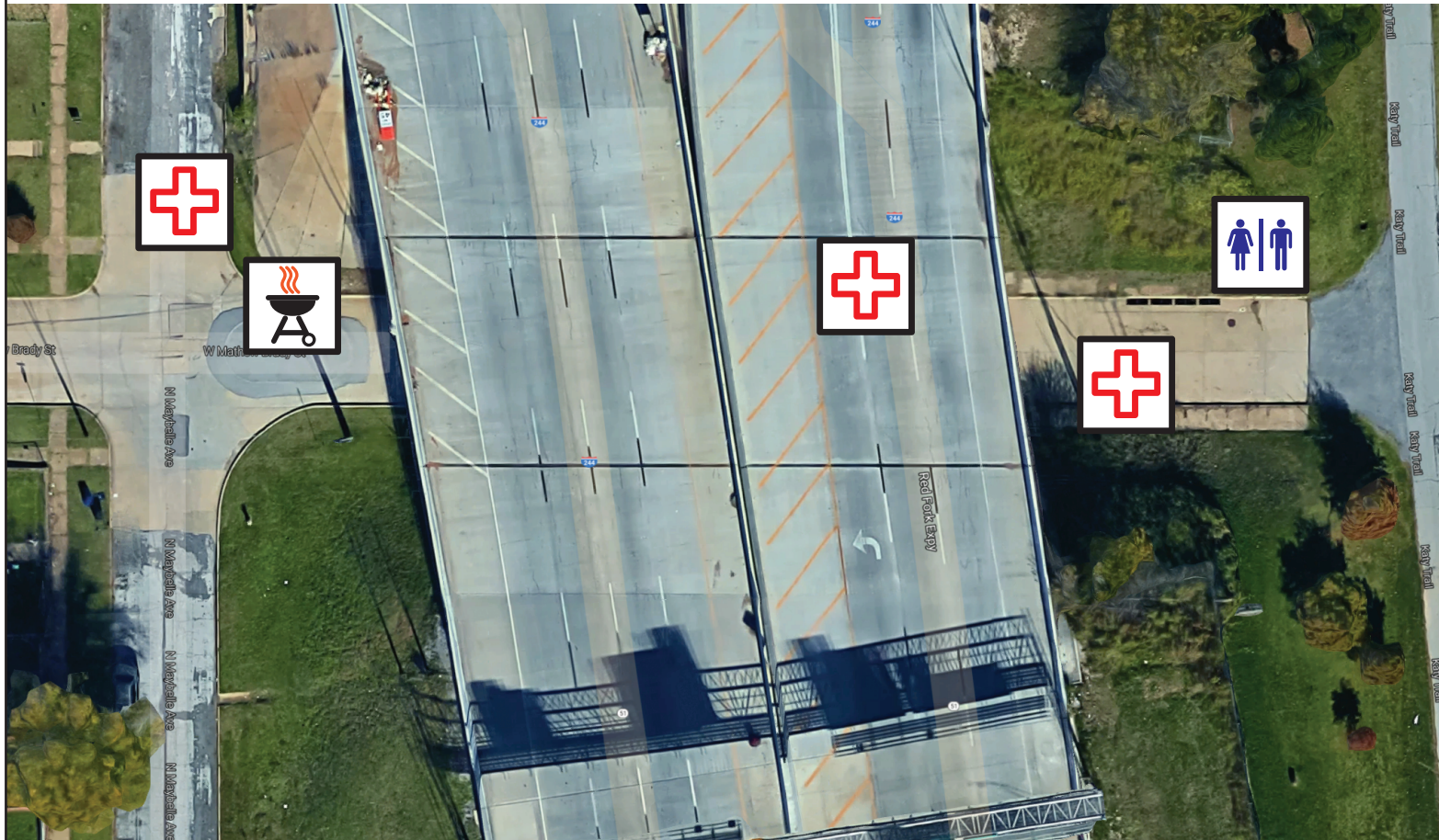
Parking

Night Light Event





# NIGHTLIGHT TULSA



First Aid



Food Preparation



Portable Restrooms