



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: 15th Annual Arvest Winterfest

Date(s) of Event: November 25, 2022 -
January 8, 2023

Location Address: 200 S DENVER AVE W

Council District(s): 4

Event Description: Outdoor ice skating rink, performances, holiday train, 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: 35000

Per Day: 800

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: ASM - Tulsa

Website: www.bokcenter.com

Chief Officer of Host Organization: Bryan Crowe

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

Applicant Name: BOK Center - ASM Tulsa - Victoria Henshaw

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

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Victoria Henshaw

Mobile: 918-404-0104

Billing Contact: BOK Center - ASM Tulsa

Phone: 918-894-4272

Billing Address: 200 S Denver AVE
Tulsa OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/17/2022 Time: 8 a.m.
Street Closure for Event Setup: Date: 10/16/2022 Time: 8 a.m.
Street(s) to be Closed for Event Setup: 3rd St between Denver Ave and Frisco Ave. East curb of Frisco Ave from 2nd St to 3rd St.

Event Start: Date: 11/25/2022 Time: 5 p.m.
Street Closure for Event Start: Date: 10/16/2022 Time: 8 a.m.
Street(s) to be Closed for Event Start: 3rd St between Denver Ave and Frisco Ave - See maps.
Run, Walk, Parade Start Time: NA
Daily Event Hours: Noon to 10 p.m. daily and until 11 p.m. Fridays and Saturdays

Event End: Date: 01/08/2023 Time: 10 p.m.
Street Reopens after Event End: Date: 01/27/2023 Time: 8 a.m.

Event Teardown: Date: 01/09/2023 Time: 8 a.m.
Street Reopens after Event Teardown: Date: 01/27/2023 Time: 8 a.m.

Secondary Permits Required

Beer Sales, Alcohol Sales: Wine Sales, High point beer sales, Alcohol Sales
Number of Food Vendors: 0
Number of Food Trucks: 1
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 10 Number of Service Vendors: 0
Number of Tents/Canopies: 1 - 40x50 Provider and Phone: ASM Tulsa (918) 894-4200
Number of Inflatables: 0 Provider and Phone: NA
Number of Amusement Rides: 1 Provider and Phone: Jumpin Jiminy (918) 445-4679
Use of fireworks, rockets, lasers, or other pyrotechnics: Yes
Provider and Phone: Imperial Fireworks - Tiffany Dugan (918) 237-0537

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

Security and/or Police: Contact, Email and Phone: ASM Tulsa - SPENCER RICH
SENIOR SECURITY & SAFETY MANAGER
(918) 894-4340

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

Traffic Control Barricade Company: Contact, Email and Phone: ASM Tulsa - SPENCER RICH
SENIOR SECURITY & SAFETY MANAGER
(918) 894-4340
RoadSafe Traffic Systems (918) 425-4550

Equipment Setup: Date: 10/16/2022 Time: 8 a.m. Equipment Pickup: Date: 01/27/2023 Time: 8 a.m.

Crowd Management Fencing Company: 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: Uber/Lyft

Sponsor and Other Event Information

Event Sponsor(s): Arvest Bank/ Community Care

Name of Park and Location, if applicable: NA

Drone: Yes

Portable Toilets: 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: 11/21/2022 Time: 8 a.m.

Equipment Pickup: Date: 01/09/2023 Time: 8 a.m.

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 20

Performer/Band name and music type: Carolers; children's choirs

Sound Amplification: Yes

Start Time: 5 p.m.

Finish Time: 11 p.m.

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

Speakers for announcements

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:

Decorative Christmas lights and decorations, event and directional signage

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: ASM Tulsa will clean up the site daily

Number of Trash Receptacles: 12

Number of Dumpsters: 1

Number of Recycling Containers: 6

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

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Businesses, Other entities

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 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

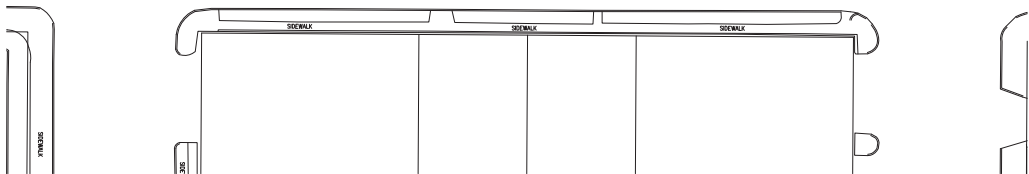
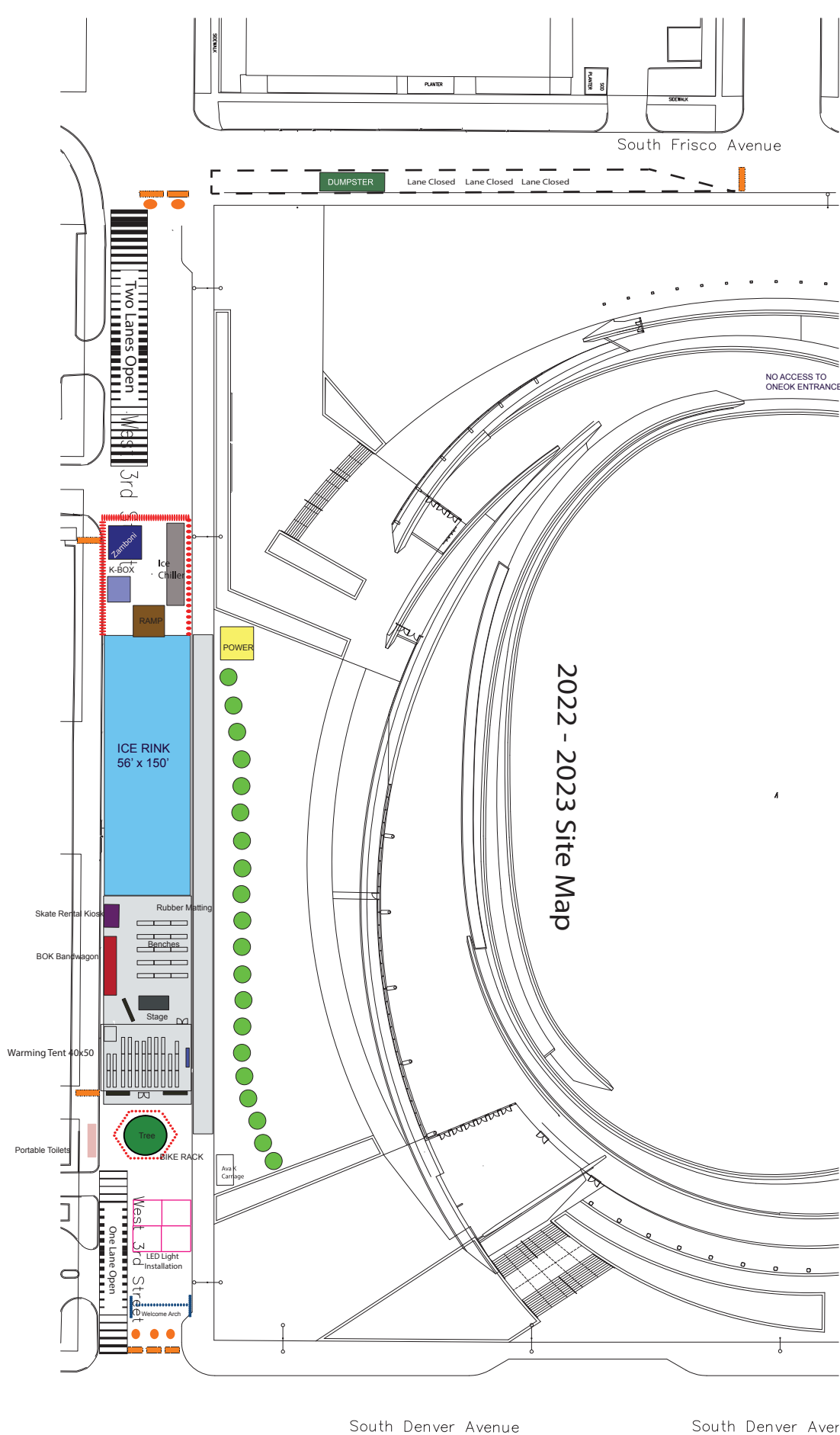
Date received: 09/13/2022 Date routed: 10/20/2022 Date for review: 10/26/2022

Special Events Committee Recommendation: _____ ☐ Yes ☐ No

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

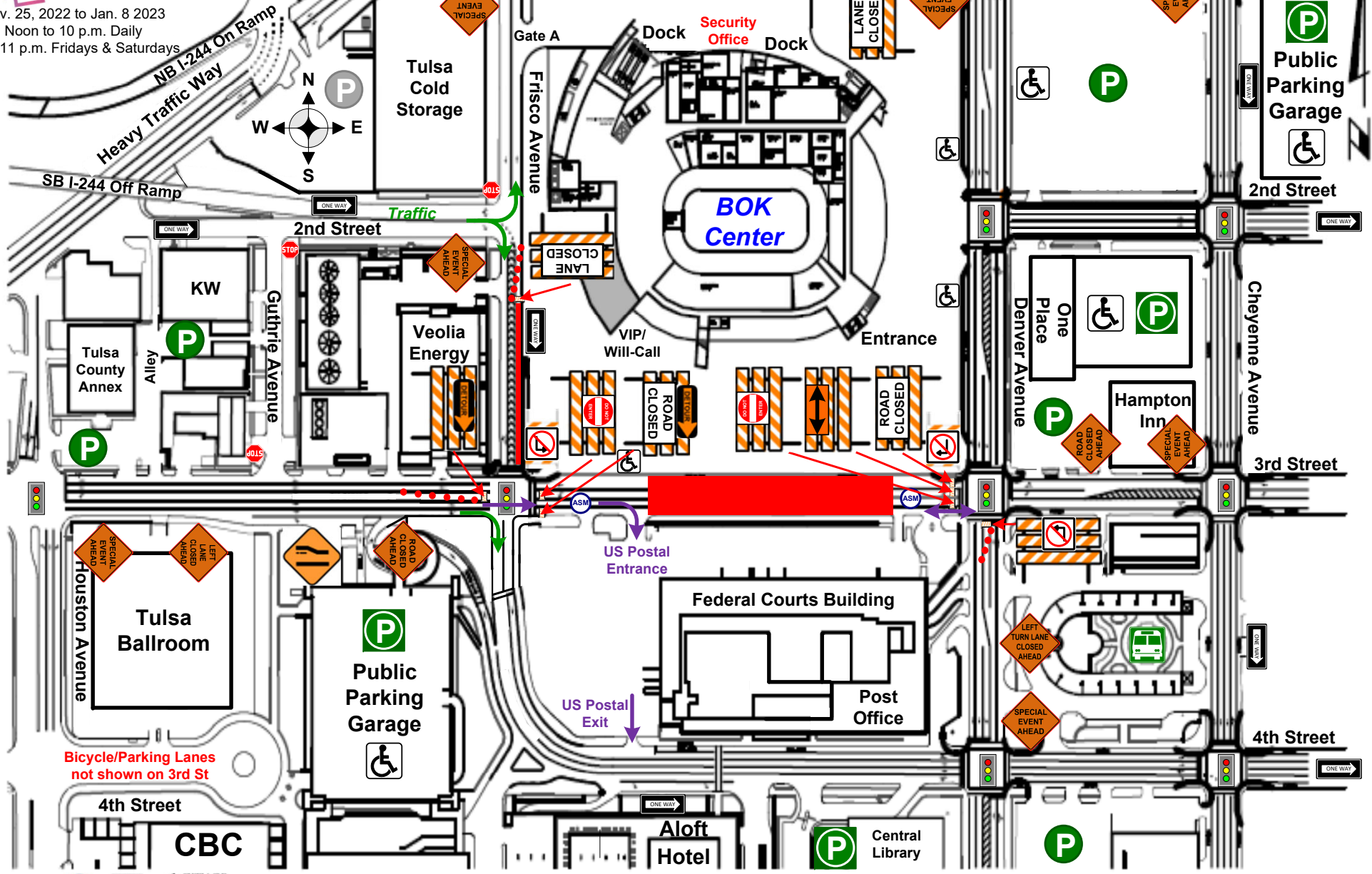
Date routed to Council: _____ City Council Approval: _____ ☐ Yes ☐ No

Date Permit Issued: _____ Comments: Dates and times verified, change of applicant, and
form revised 10/20/2022.



ARVEST WINTERFEST

Nov. 25, 2022 to Jan. 8 2023
Noon to 10 p.m. Daily
Until 11 p.m. Fridays & Saturdays



Bicycle/Parking Lanes not shown on 3rd St



- BOK Center Security
- Support Parking
- Rideshare Lane Closure by Police
- Winterfest Venue

Road Closure | Oct. 16, 2022 @ 8 a.m. to Jan. 27, 2023 @ 8 a.m.