



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Lights On Date(s) of Event: November 24, 2022
Location Address: 2201 S UTICA AVE E Council District(s): 4
Event Description: Holiday tree lighting ceremony with Santa.
Event Category: Concert/Performance
Event Includes: Amplified Sound, Tent/Canopy, Live Entertainment, Private Property
Anticipated Attendance: Total: 1000 Per Day: 1000
Anticipated Participants: Total: 10 Per Day: 10
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: UTICA SQUARE SHOPPING CENTER Website: <https://uticasquare.com/events/lights-on/>
Chief Officer of Host Organization: CARA HAIR
Email and Phone: 918-588-5218
Applicant Name: UTICA SQUARE SHOPPING CENTER - Cassandra Montray
Email and Phone: cassandra.montray@hpinc.com 918-588-5212
Professional Event Organizer: NA
Email and Phone:
On-site Contact: CASSANDRA MONTRAY Mobile: 918-588-5212
Billing Contact: UTICA SQUARE SHOPPING CENTER Phone: 918-588-5212
Billing Address: 1709 Utica Square 220
TULSA OK 74136

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/23/2022 Time: 6am
Street Closure for Event Setup: Date: 11/23/2022 Time: 6am
Street(s) to be Closed for Event Setup: NA - Parking lot closure only.

Event Start: Date: 11/24/2022 Time: 6:30pm
Street Closure for Event Start: Date: 11/24/2022 Time: 6:30pm
Street(s) to be Closed for Event Start: NA - Utica Square parking lots only.
Run, Walk, Parade Start Time: NA
Daily Event Hours: 6:30pm-7:30pm.

Event End: Date: 11/24/2022 Time: 7:30pm
Street Reopens after Event End: Date: 11/24/2022 Time: Midnight

Event Teardown: Date: 11/24/2022 Time: 8:30pm
Street Reopens after Event Teardown: Date: 11/24/2022 Time: Midnight

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 1 20x20 Provider and Phone: ABCO (918) 583-6557
Number of Inflatables: 0 Provider and Phone: NA,
Number of Amusement Rides: 0 Provider and Phone: NA
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: Contact, Email and Phone: Utica Square Security (918) 361-1071

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

Traffic Control Barricade Company: Contact, Email and Phone: NA

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

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

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

Parking Type: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Utica Square Merchants Association

Name of Park and Location, if applicable: NA

Drone: No

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

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

Equipment Setup: Date: 11/23/2022 Time: 5:00pm

Equipment Pickup: Date: 11/25/2022 Time: 8:00am

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Grady Nichols Band, Jazz/Pop

Sound Amplification: Yes

Start Time: 6:30pm

Finish Time: 7:15pm

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

Standard band and speaker equipment.

Sound checks conducted prior to the event: Yes

Start Time: 5:30pm

Finish Time: 6:00pm

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:

Lights on stage.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: On November 24, production and stage load out begins at 8:30pm and will be removed within 2 hours. The restrooms will be removed the November 25th at 8am.

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: No street closure

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 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: 11/21/2022 Date routed: 11/22/2022 Date for review: *Email Review

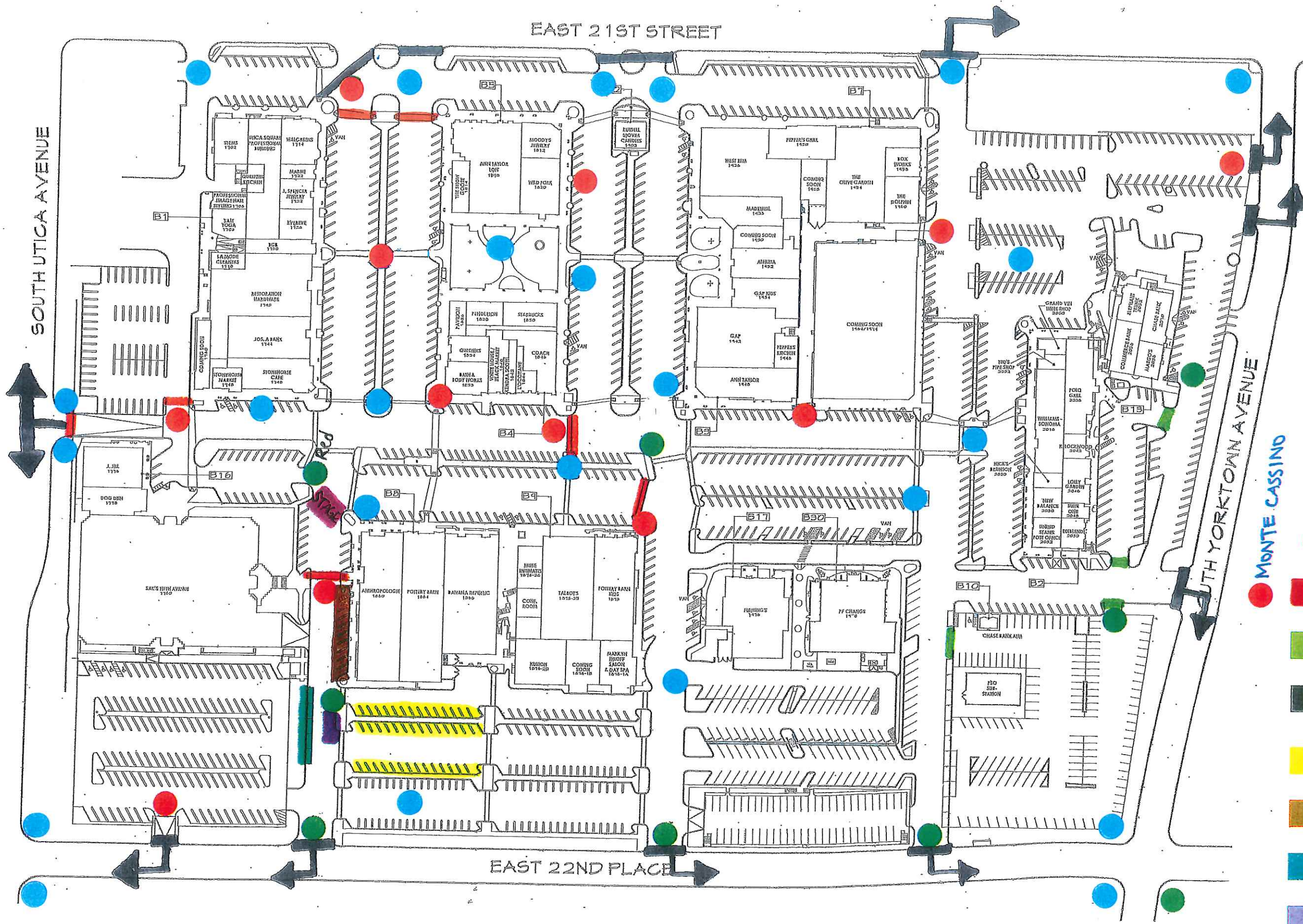
Special Events Committee Recommendation: _____ Yes No

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

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

Date Permit Issued: _____ Comments: *Next SEC meeting 11/30/2022.

ST. JOHN PARKING GARAGE



Security

- Utica Square
- TPD
- Owl Nite

- Barricades/Patrol Cars: 6:00AM
- Barricades: Close as Parking Fills
- Barricades: Close All
- Exterior Exits at 6:30 PM
- Talent & Family Parking
- Handicap Parking
- Media Parking
- Public Restroom behind Anthropologie

SOUTH UTICA AVENUE

EAST 21ST STREET

SOUTH YORKTOWN AVENUE

EAST 22ND PLACE

TEMPLE ISRAEL

YORKTOWN

MONTE CASSINO