



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Lights on TUDate(s) of Event: 12/1/2022Location Address: 800 S TUCKER DR ECouncil District(s): 4Event Description: Lights on TU, community event**Event Category:** Street, Lane, or Sidewalk Closure**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Open Flame, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Private Property, Street ClosureAnticipated Attendance: Total: 1000Per Day: 1000Anticipated Participants: Total: 1000Per Day: 1000

Number of Events for Monthly Event: NA

### Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: UNIVERSITY OF TULSAWebsite: https://utulsa.edu/Chief Officer of Host Organization: Eric FloresEmail and Phone: eric-flores@utulsa.edu 918-631-2500Applicant Name: University of Tulsa - Eric FloresEmail and Phone: eric-flores@utulsa.edu 918-631-2500

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Eric FloresMobile: 209-998-8055Billing Contact: University of TulsaPhone: 918-631-2500Billing Address: 3135 E 5TH PL S Tulsa  
Tulsa OK 74104

## ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 11/29/2022 Time: 8 a.m.  
Street Closure for Event Setup: Date: \_\_\_\_\_ Time: 3 p.m. (12/01/2022)  
Street(s) to be Closed for Event Setup: Tucker Drive, 8th St from S Evanston Ave to S Florence Ave

**Event Start:** Date: 12/01/2022 Time: 5:30 p.m.  
Street Closure for Event Start: Date: 12/01/2022 Time: 3 p.m.  
Street(s) to be Closed for Event Start: Tucker Drive, 8th St from S Evanston Ave to S Florence Ave  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 5:30 to 8 p.m.

**Event End:** Date: 12/01/2022 Time: 8:00 p.m.  
Street Reopens after Event End: Date: 12/01/2022 Time: 9 p.m.  
**Event Teardown:** Date: 12/01/2022 Time: 8 p.m.  
Street Reopens after Event Teardown: Date: 12/01/2022 Time: 9 p.m.

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Wine Sales, High point beer sales, Alcohol Sales, Low point Beer Sales  
Number of Food Vendors: 1  
Number of Food Trucks: 0  
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Wood  
Number of Item Vendors: 1 Number of Service Vendors: 1  
Number of Tents/Canopies: 3 Provider and Phone: (1) 120x40, (1) 40x40, (1) 40x60 - Party Perfect (918) 258-7368  
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**

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Security and/or Police: Contact, Email and Phone: University of Tulsa Security (918) 631-5555

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

Traffic Control Barricade Company: Contact, Email and Phone: Roadsafe Traffic Systems (918) 425-4550, roadsafetraffic.com

Equipment Setup: Date: 11/29/2022 Time: 3 p.m. Equipment Pickup: Date: 12/02/2022 Time: 8 a.m.

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: Shuttle Service, Ride Share

Transportation Service: Contact, Email and Phone: University of Tulsa (918) 631-5555

## **Sponsor and Other Event Information**

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Event Sponsor(s): University of Tulsa

Name of Park and Location, if applicable: NA

Drone: Yes

Portable Toilets: Provider and Phone: Porta John of Tulsa (918) 836-8657

Total Number of Portable Toilets: 6 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 12/01/2022 Time: 12 p.m.

Equipment Pickup: Date: 12/02/2022 Time: 9 a.m.

Other information: NA

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 4

Performer/Band name and music type: Charoling

Sound Amplification: Yes

Start Time: 5 p.m.

Finish Time: 9 p.m.

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

Speakers and microphones

Sound checks conducted prior to the event: Yes

Start Time: 4:30 p.m. Finish Time: 5 p.m.

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:

Christmas lights

**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: Venue and surrounding areas will be cleaned by the University of Tulsa and a contractor.

Number of Trash Receptacles: 20

Number of Dumpsters: 1

Number of Recycling Containers: 10

Cleanup Service Provider and Phone, if applicable: University of Tulsa (918) 631-5555

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Schools

**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 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: 11/28/2022    Date routed: 11/29/2022    Date for review: 11/30/2022

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: TCP map pending.