

City of Tulsa SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Films on the Lawn		Date(s) of Event: July 21, 2023			
Location Address	: <u>Start: 2727 S Rockford Rd</u> End: 2727 S Rockford Rd	Council District(s): <u>4</u>			
Event Description	Description: For more than 50 years, Philbrook "Films on the Lawn" has entertained countless people in the Tulsa community.				
	This year, Films on the Lawn returns with even more surprises! In 2023, each film will have specially curated pre-event programming alongside community collaborations. Bring your friends and family to an exciting evening full of movies, food, music, and more! FOWLER AUTOMOTIVE PRESENTS FILMS ON THE LAWN 2023: July 21 – Harry Potter & the Prisoner of Azkaban				
Event Category: Miscellaneous					
Event Includes: <u>Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Live Entertainment,</u> Food Sales, No Parking Signage, Private Property, Food Truck					
Anticipated Attendance: Total: 700 Per		Per Day: <u>700</u>			
Anticipated Participants: Total: 8		Per Day: <u>8</u>			
Number of Events for Monthly Event: No					

Host Organization, Applicant and Professional Event Organizer Information

Host Organization:	Philbrook Museum of Art	Website:http://www.philbrook.org/		
Chief Officer of Host Organization	: <u>Jay Jamison</u>			
Email and Phone:	<u>5361</u>			
Applicant Name:	Cristen Burdell			
Email and Phone:	cburdell@philbrook.org 918-770-1250			
Professional Event Organizer:				
Email and Phone:				
On-site Contact:	Cristen Burdell	Mobile: <u>918-770-1250</u>		
Billing Contact:	Revenue Projects Producer	Phone: <u>918-770-1250</u>		
Billing Address:	<u>2727 S ROCKFORD RD E</u> Tulsa, OK 74114			

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>07/21/2023</u>	Time: <u>6PM</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	No street closures nec	essary Parking signage will suffice
Event Start:	Date: 07/21/2023	Time: <u>6PM</u>
Street Closure for Event Start:	Date:	Time:
Street(s) to be Closed for Event Start:	No street closures nec	essary Parking signage will suffice
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>NA</u>	
Event End:	Date: 07/21/2023	Time: <u>11:15PM</u>
Street Reopens after Event End:	Date:	Time:
Event Teardown:	Date: <u>07/21/2023</u>	Time: <u>11:15PM</u>
Street Reopens after Event Teardown:	Date:	Time:

Secondary Permits Required

Beer Sales, Alcohol Sales:	Beer Sales		
Number of Food Vendors:	mber of Food Vendors: <u>3</u>		
Number of Food Trucks: <u>2</u>			
Food Cooked on-site:	<u>No</u>	Fuel(s) to be used:	
Number of Item Vendors: <u>0</u>		Number of Service Vendors: 0	
Number & Sizes of Tents:	<u>4 10x10</u> canopies	Provider and Phone:	Philbrook owned
Number of Inflatables:	<u>No 0</u>	Provider and Phone:	<u>NA</u>
Number of Amusement Rides	: <u>No 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

Security and/or Police: Yes Contact, Email and Phone: Philbrook Security (918) 748-5386				
Medical and/or First Aid Services: <u>No</u> Contact, Email and Phone: <u>NA</u>				
Traffic Control Barricade Company: <u>No</u> Contact, Email and Phone: <u>NA</u>				
Equipment Setup: Date:	Time:	Equipment Pickup: Date:	Time:	
Crowd Management Fencing Company: <u>No</u> Contact, Email and Phone: <u>NA</u>				
Equipment Setup: Date:	Time:	Equipment Pickup: Date:	Time:	
Parking Type: Street, Unpaved Lot, ADA parking available, Paved Lot				
Transportation Service: <u>No service</u>				
Transportation Service: Contact, Email and Phone: <u>NA</u>				

Sponsor and Other Event Information

Event Sponsor(s): Fowler	Automotive			
Park: <u>No</u> Name of Park a	and Location: <u>NA</u>			
Drone: <u>No</u>				
Portable Toilets: <u>No</u> Prov	ider and Phone:	<u>NA</u>		
Total Number of Portable	Toilets: <u>0</u>		Number of ADA Accessible Portable Toilets: 0	
Equipment Setup: Date:		Time:		
Equipment Pickup: Date:		Time:		
Other Event Information:	 Future Separate Permits Required for each Month: 8/25/23, 9/29/23, 10/17/23 Aug 25 – Top Gun September 29 – Internet Cat Video Festival October 27 – Clue 			

Entertainment and Related Activities

Number of Stages: 0	Number of Performers/Bands: <u>0</u>
Performer/Band name and music type: <u>NA</u>	
Sound Amplification: Yes	Start Time: <u>6PM</u> Finish Time: <u>11:15PM</u>
Please describe the sound equipment that will be u	sed for your event:
Speakers for the film screen	
Sound checks conducted prior to the event: Yes	Start Time: <u>4:30PM</u> Finish Time: <u>6PM</u>
Hot air balloons, fire lanterns or similar devices use	d at event: <u>No</u> Describe:
NA	
Use of any signs, banners, decorations, or special	ighting used at event: <u>Yes</u> Describe:
Colored uplights on trees	
Mitigation of Impact	
Please describe your plan for cleanup and remova	l of recyclable goods, waste and garbage during and after yo

ur event: Philbrook event support team to clean up lawn

Number of Trash Receptacles: <u>5</u>	Number of Dumpsters: <u>1</u>	Number of Recycling Containers: <u>0</u>
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Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Neighborhood Assn

If not presented, please explain:

Affidavit of Applicant

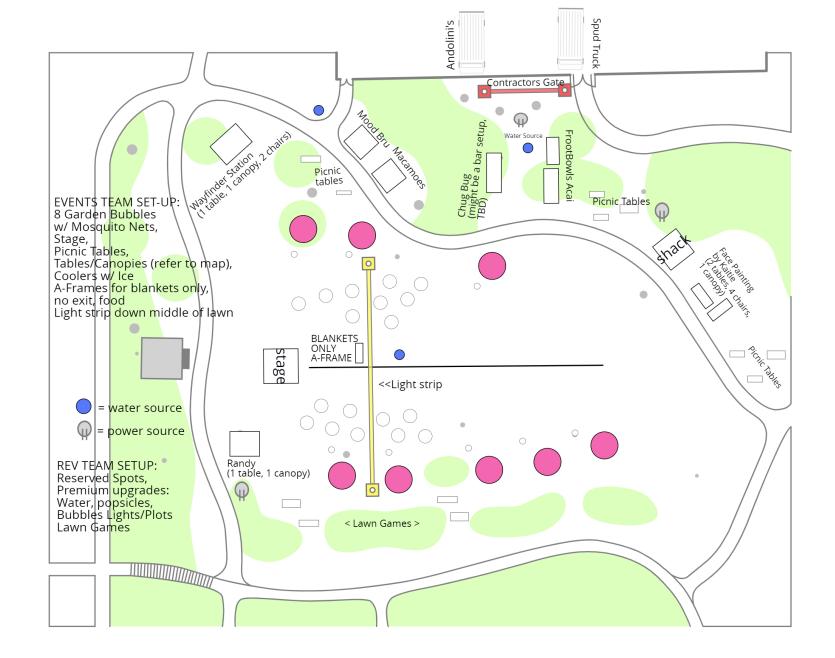
I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other 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, fredering City Event personnel, or emergency werkers, and does not provide immunity from civil deime 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.

On File Initials:

For City of Tulsa Special Events Committee Use Only

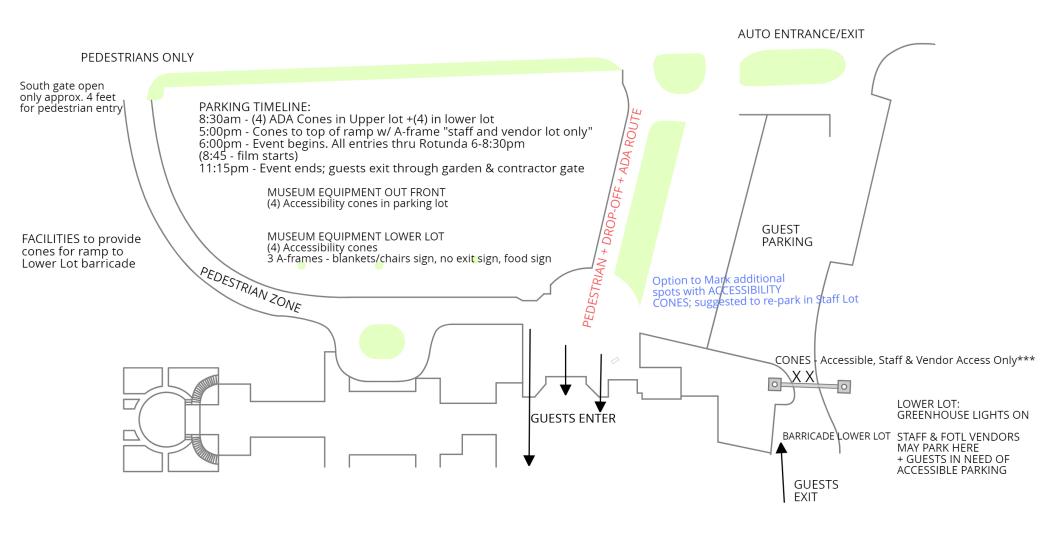
Date received: 07/06/2023	Date routed:	07/11/2023	Date for review: 07/12/2023
Special Events Committee Recomn	nendation:		Yes 🗌 No 🗌
Date routed to Mayor:		Mayor's Recommendation:	Yes 🗌 No 🗌
Date routed to Council:		City Council Approval:	Yes 🗆 No 🗆
Date Permit Issued:		Comments: SEC meeting	07/12/2023.
Application revised 07/11/2023.			





FOTL Harry Potter - Jul 21, 2023 Philbrook Museum of Art - Film Lawn HP lawn setup

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