



City of Tulsa SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Philbrook Wine Experience 2024

Date(s) of Event: April 25 - 27, 2024

Location Address: Start: 2727 S Rockford Rd
End: 2727 S Rockford Rd

Council District(s): 4

Event Description: Philbrook Wine Experience connects select international vintners with wine enthusiasts from across the country during a 3-event weekend to benefit Philbrook Museum of Art and the community of Tulsa.

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Private Property, Street Closure

Anticipated Attendance: Total: 2250

Per Day: 750

Anticipated Participants: Total: 0

Per Day: 0

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: David Culver

Email and Phone: dculver@philbrook.org 405-568-7070

Applicant Name: Christina Winkle

Email and Phone: cwinkle@philbrook.org 918-576-8653

Professional Event Organizer:

Email and Phone:

On-site Contact: Jorge Kobe

Mobile: 415-378-8256

Billing Contact: Philbrook

Phone: 918-576-8653

Billing Address: 2727 S ROCKFORD RD E
Tulsa, OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 04/10/2024 Time: 7:00am
Street Closure for Event Setup: Date: 04/26/2024 Time: Noon
Street(s) to be Closed for Event Setup: See Traffic Control Map and Daily Event Hours
Event Start: Date: 04/25/2024 Time: 5:30pm
Street Closure for Event Start: Date: 04/26/2024 Time: Noon
Street(s) to be Closed for Event Start: See Traffic Control Map and Daily Event Hours
Run, Walk, Parade Start Time: N/A
Daily Event Hours: Thursday, April 25, 5:30-8:00pm (No Street Closures). Friday, April 26, 10am-9pm (Street Closures Noon-10pm). Saturday, April 27, 5pm-Midnight (Street Closures 3pm-Midnight)
Event End: Date: 04/27/2024 Time: 11:59pm
Street Reopens after Event End: Date: 04/28/2024 Time: 12am
Event Teardown: Date: 04/28/2024 Time: 12am
Street Reopens after Event Teardown: Date: 04/28/2024 Time: 12am

Secondary Permits Required

Beer Sales, Alcohol Sales: Free Beer, Free Alcohol (Spirits), Free Wine, Wine Sales, Alcohol (Spirits) Sales, Beer Sales
Number of Food Vendors: 25
Number of Food Trucks: 0
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 1 Number of Service Vendors:
Number & Sizes of Tents: 82 x 148 main tent; 20 x 70 tent; (8) 20 x 20 Provider and Phone: Party Pro Rentals: Stephanie Layson (918) 622-8102
Number of Inflatables: No 0 Provider and Phone: NA
Number of Amusement Rides: No 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: Yes Contact, Email and Phone: Manager of Safety and Security: Dave Culver (918) 748-5386, Security@Philbrook.org

Medical and/or First Aid Services: Yes Contact, Email and Phone: Paramedic: Camillo Sanchez - Contact is Philbrook Security (918) 748-5386

Traffic Control Barricade Company: Yes Contact, Email and Phone: Advanced Workzone Services (918) 629-5957, rjett@aw-inc.com

Equipment Setup: Date: 04/26/2024 Time: 8am Equipment Pickup: Date: 04/28/2024 Time: 12am

Crowd Management Fencing Company: No 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: Valet Service

Transportation Service: Contact, Email and Phone: Royal Valet: Mandy McElroy (918) 935-6070, mandy@royalvalettulsa.com

Sponsor and Other Event Information

Event Sponsor(s): Full list at <https://philbrook.org/wine>

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service (918) 935-6070. Brett Fuller (918) 850-0568, brett@aysrentals.com

Total Number of Portable Toilets: 5 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 04/09/2024 Time: 9am

Equipment Pickup: Date: 04/28/2024 Time: 9am

Other Event Information: Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Open Flame, Live Entertainment, Merchandise Sales, No Parking Signage, Private Property, Street Closure.

Event Type: Festival/Celebration, Signage and banners throughout event and streets.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 8pm

Finish Time: 9pm

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

TBD

Sound checks conducted prior to the event: Yes

Start Time: 3pm

Finish Time: 4pm

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

Event Type: Festival/Celebration, Signage and banners throughout event and streets.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Philbrook team and additional support clean up all trash and debris. Vendors are responsible for and remove all of their own equipment and debris following event.

Number of Trash Receptacles: 50

Number of Dumpsters: 2

Number of Recycling Containers: 2

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents, Neighborhood Assn, Museum Neighborhood Association.

If not presented, please explain:

NA

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 of 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

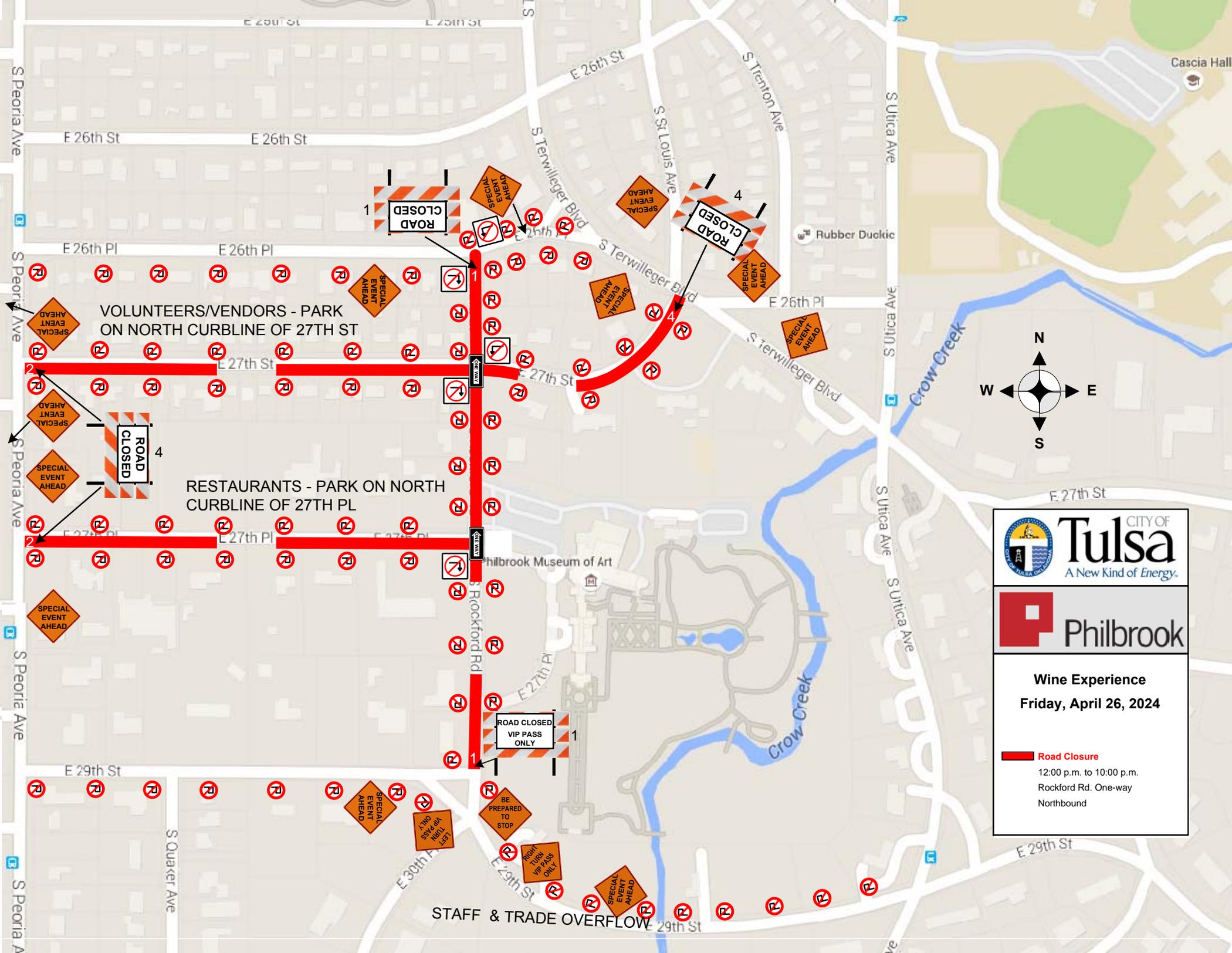
Date received: 03/23/2024 Date routed: 04/01/2024 Date for review: 04/17/2024

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: SEC meeting 04/03/2024. Mayor agenda
04/10/2024. City Council 04/17/2024.



VOLUNTEERS/VENDORS - PARK ON NORTH CURBLINE OF 27TH ST

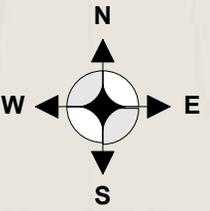
RESTAURANTS - PARK ON NORTH CURBLINE OF 27TH PL

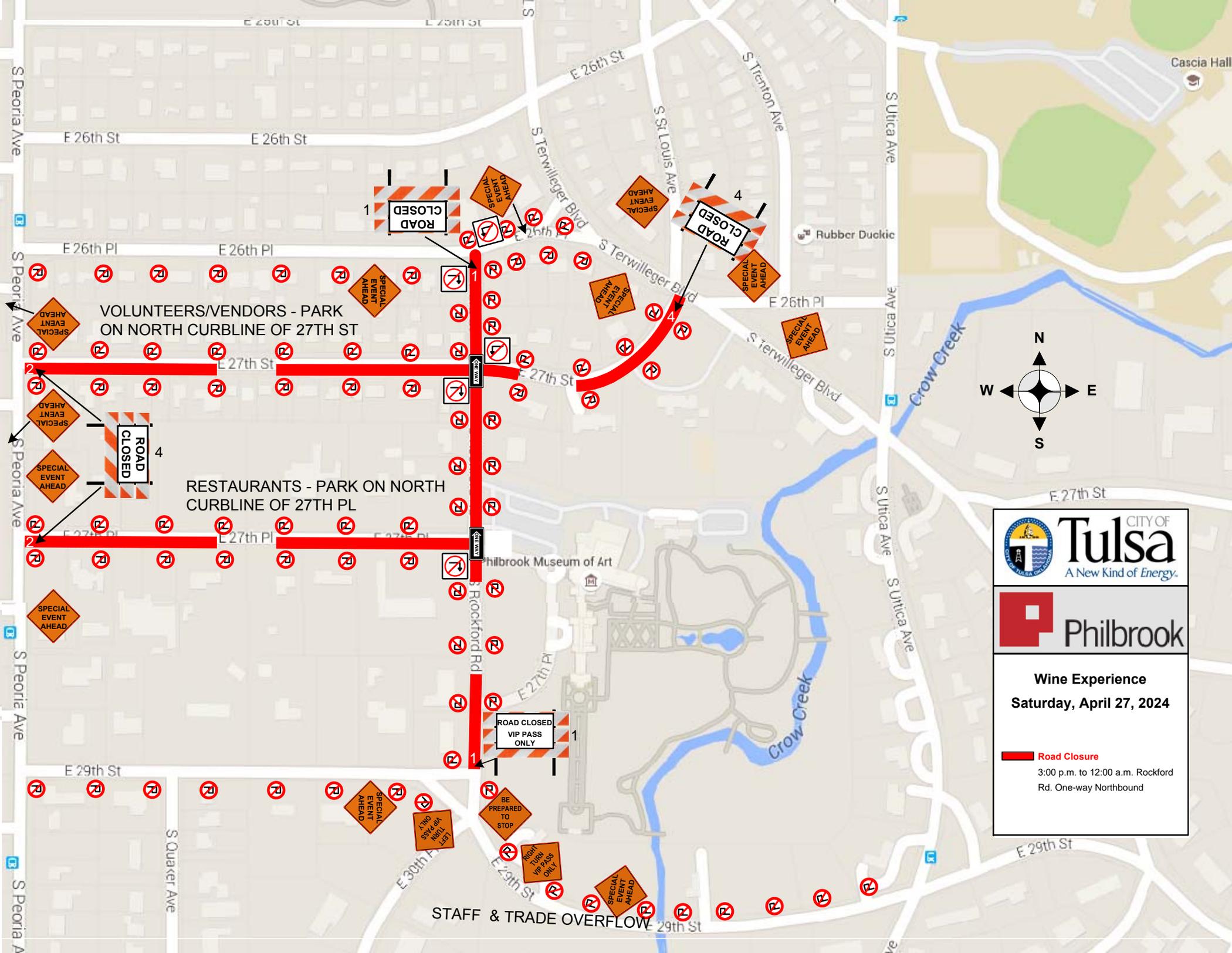
STAFF & TRADE OVERFLOW



Wine Experience
Friday, April 26, 2024

Road Closure
 12:00 p.m. to 10:00 p.m.
 Rockford Rd. One-way Northbound





VOLUNTEERS/VENDORS - PARK ON NORTH CURBLINE OF 27TH ST

RESTAURANTS - PARK ON NORTH CURBLINE OF 27TH PL

STAFF & TRADE OVERFLOW



Wine Experience
Saturday, April 27, 2024

Road Closure
 3:00 p.m. to 12:00 a.m. Rockford Rd. One-way Northbound

