



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Jazz into the Night Date(s) of Event: Friday, August 8, 2025

Location Address: Start: 2052 Utica Square Council District(s): 4
End: 2052 Utica Square

Event Description: Jazz Music in parking lot

Event Category: Concert/Performance

Event Includes: Amplified Sound, Live Entertainment, Private Property, Annie Ellicot - Free music

Anticipated Attendance: Total: 500 Per Day: 500

Anticipated Participants: Total: 10 Per Day: 10

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: UTICA SQUARE SHOPPING CENTER Website: https://www.uticasquare.com/

Chief Officer of Host Organization: CARA HAIR

Email and Phone: 918-588-5218

Applicant Name: CASSANDRA MONTRAY

Email and Phone: cassandra.montray@hpinc.com 918-588-5212

Professional Event Organizer:

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: 08/08/2025 Time: 3pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A

Event Start: Date: 08/08/2025 Time: 7:30pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: N/A
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 7:30 - 9:30pm

Event End: Date: 08/08/2025 Time: 9:30pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 08/08/2025 Time: 9:30pm
Street Reopens after Event Teardown: Date: Time:

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 & Sizes of Tents: 0 Provider and Phone: N/A
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: N/A

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

Security and/or Police: Yes Contact, Email and Phone: Utica Square Security 918-361-1071

Medical and/or First Aid Services: No Contact, Email and Phone: N/A

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

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

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

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

Parking Type: Parking Garage, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

Sponsor and Other Event Information

Event Sponsor(s): Utica Square Merchants Association

Park: No Name of Park and Location: N/A

Drone: No

Portable Toilets: Yes 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: 08/07/2025 Time: 5pm

Equipment Pickup: Date: 08/07/2025 Time: 10pm

Other Event Information: See Attachment

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Annie Ellicot, Jazz Music

Sound Amplification: Yes

Start Time: 7:30pm

Finish Time: 9:30pm

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

Standard band equipment

Sound checks conducted prior to the event: Yes

Start Time: 6:30pm

Finish Time: 7:00pm

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

N/A

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

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: All sound, equipment, stage, lighting, etc. will be removed immediately after event ends.

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

If not presented, please explain:

N/A

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: 06/26/2025 Date routed: 06/30/2025 Date for review: 07/07/2025

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 07/02/2025.

EVENT MAP
JAZZ CONCERT

