



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Lights OnDate(s) of Event: Thursday, November 27, 2025Location Address: Start: 1709 Utica Square  
End: 1709 Utica SquareCouncil District(s): 4Event Description: Holiday lighting ceremony with band and Santa.**Event Category:** Concert/Performance**Event Includes:** Amplified Sound, Tent/Canopy, Live Entertainment, Private PropertyAnticipated Attendance: Total: 1000Per Day: 1000Anticipated Participants: Total: 10Per Day: 10Number of Events for Monthly Event: No

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

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Host Organization: UTICA SQUARE SHOPPING  
CENTER, INCWebsite: <https://uticasquare.com/>Chief Officer of Host Organization: CARA HAIREmail and Phone: 918-588-5218Applicant Name: CASSANDRA MONTRAYEmail and Phone: cassandra.montray@hpinc.com 918-588-5212

Professional Event Organizer:

Email and Phone:

On-site Contact: CASSANDRA MONTRAYMobile: 918-588-5212Billing Contact: UTICA SQUARE SHOPPING  
CENTERPhone: 918-588-5212Billing Address: 1709 Utica Square 220  
TULSA, OK 74136

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

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<b>Event Setup:</b>	Date: <u>11/26/2025</u>	Time: <u>6:00am</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	<u>N/A</u>	
<b>Event Start:</b>	Date: <u>11/27/2025</u>	Time: <u>6:30pm</u>
Street Closure for Event Start:	Date:	Time:
Street(s) to be Closed for Event Start:	<u>N/A</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>6:30PM-7:30PM</u>	
<b>Event End:</b>	Date: <u>11/27/2025</u>	Time: <u>7:30PM</u>
Street Reopens after Event End:	Date:	Time:
<b>Event Teardown:</b>	Date: <u>11/27/2025</u>	Time: <u>8:30PM</u>
Street Reopens after Event Teardown:	Date:	Time:

### ***Secondary Permits Required***

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Beer Sales, Alcohol Sales:	<u>Not Applicable</u>	
Number of Food Vendors:	<u>0</u>	
Number of Food Trucks:	<u>0</u>	
Food Cooked on-site:	<u>No</u>	Fuel(s) to be used:
Number of Item Vendors:	<u>0</u>	Number of Service Vendors: <u>0</u>
Number & Sizes of Tents:	<u>One 20x20</u>	Provider and Phone: <u>Party Pro, 918-622-8102</u>
Number of Inflatables:	<u>No</u> <u>0</u>	Provider and Phone: <u>NA</u>
Number of Amusement Rides:	<u>No</u> <u>0</u>	Provider and Phone: <u>NA</u>
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>	
Provider and Phone:	<u>N/A</u>	

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

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Security and/or Police: Yes Contact, Email and Phone: Utica Square Security, 918-361-1071  
TPD Deborah Simpson, 918-230-5996

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**

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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: 3 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 11/26/2025 Time: 5:00pm

Equipment Pickup: Date: 11/28/2025 Time: 10:00am

Other Event Information: See Attachment

## **Entertainment and Related Activities**

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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

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: On November 28 at 8:30pm, production and stage load out begins and will be removed in 2 hours. The restrooms will be removed November 29 at 10am.

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:

NA - No street closure.

## **Affidavit 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 of 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: 10/29/2025      Date routed: 11/12/2025      Date for review: 11/29/2025

Special Events Committee Recommendation: Meeting Review      Yes ☒ No ☐ 11/12/2025

Date routed to Mayor: \_\_\_\_\_ Mayor's Recommendation: Yes ☐ No ☐ \_\_\_\_\_

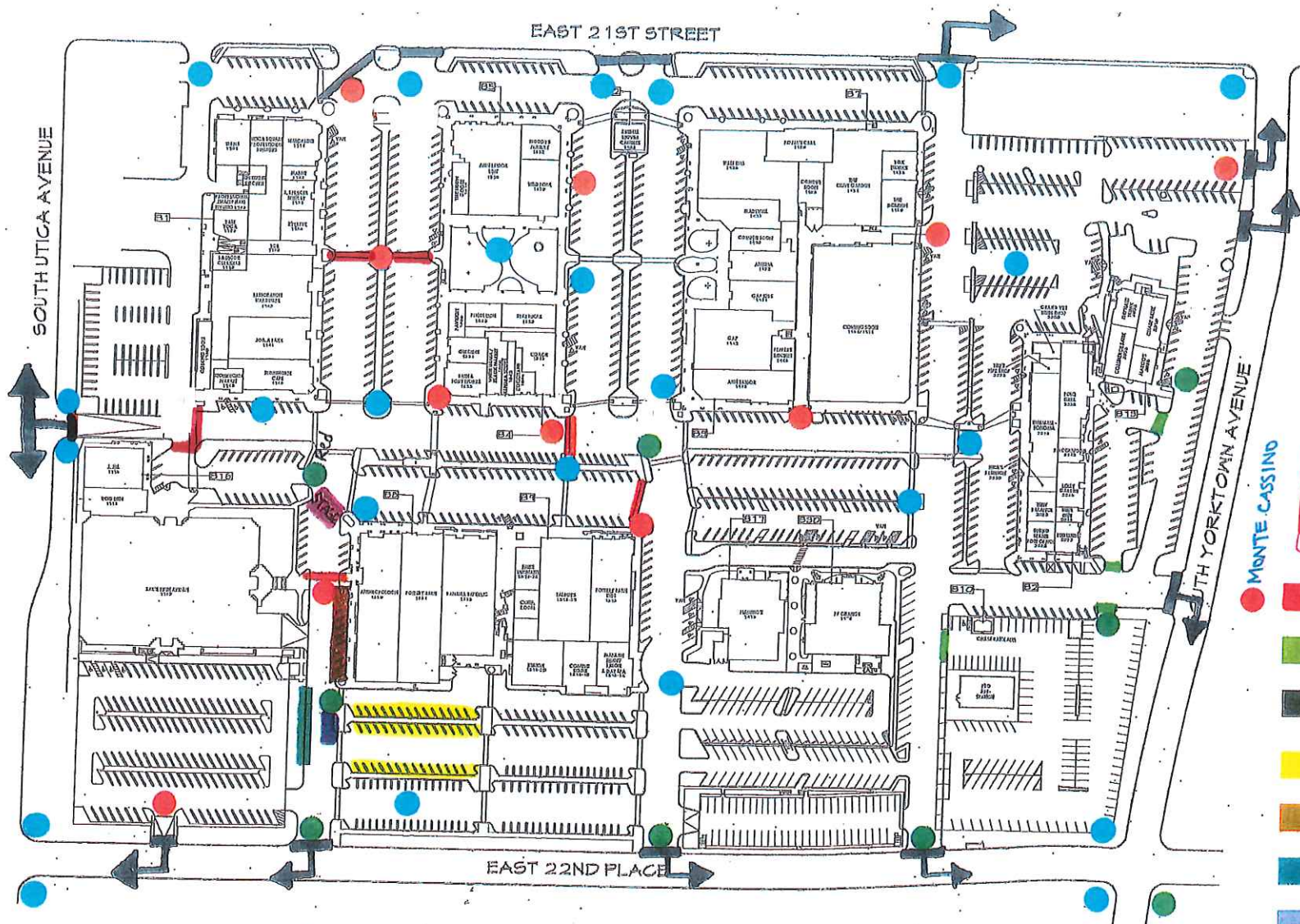
Date routed to Council: \_\_\_\_\_ City Council Approval: Yes ☐ No ☐ \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_ Comments: SEC meeting 11/12/2025.

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ST. JOHN PARKING GARAGE



**Security**

- Utica Square
- TPD
- Contract

- 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

TEMPLE ISRAEL