



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Non-Profit GalasDate(s) of Event: March 1 - 31, 2026Location Address: Start: 100 W Civic Center S  
End: 100 W Civic Center SCouncil District(s): 1, 4Event Description: Lane closure for valet during nonprofit galas. Dates, locations, and times may vary due to additional scheduling.**Event Category:** Street, Lane, or Sidewalk Closure**Event Includes:** Public Right of Way, Lane Closure, 0Anticipated Attendance: Total: 675Per Day: 675Anticipated Participants: Total: 0Per Day: 0

Number of Events for Monthly Event: Yes 1

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

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Host Organization: Royal ValetWebsite: <https://www.royalvalettulsa.com/>Chief Officer of Host Organization: Mandy McElroyEmail and Phone: mandy@royalvalettulsa.com 918-935-6070Applicant Name: Mandy McElroyEmail and Phone: mandy@royalvalettulsa.com 918-935-6070

Professional Event Organizer:

Email and Phone:

On-site Contact: Mandy McElroyMobile: 918-935-6070Billing Contact: Royal ValetPhone: 918-935-6070Billing Address: 1831 East 71st Street Ste 239  
Tulsa, OK 74136

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

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<b>Event Setup:</b>	Date: <u>03/28/2026</u>	Time: <u>5pm</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>03/28/2026</u>	Time: <u>6pm</u>
Street Closure for Event Start:	Date: <u>03/28/2026</u>	Time: <u>5pm</u>
Street(s) to be Closed for Event Start:	<u>Far west lane of north bound Houston from 3rd St to ACC Entrance</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>See Schedule</u>	
<b>Event End:</b>	Date: <u>03/28/2026</u>	Time: <u>11pm</u>
Street Reopens after Event End:	Date: <u>03/28/2026</u>	Time: <u>8pm</u>
<b>Event Teardown:</b>	Date: <u>03/28/2026</u>	Time: <u>11pm</u>
Street Reopens after Event Teardown:	Date: <u>03/28/2026</u>	Time: <u>8pm</u>

### ***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>0</u>	Provider and Phone: <u>N/A</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: No Contact, Email and Phone: TCSO Justin Green (918) 607-9372, justin.green@tcsso.org for traffic control

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

Transportation Service: Valet Service

Transportation Service: Contact, Email and Phone: Royal Valet (918) 935-6070

### **Sponsor and Other Event Information**

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Event Sponsor(s): N/A

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

Drone: No

Portable Toilets: No Provider and Phone: N/A

Total Number of Portable Toilets: 0 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other Event Information: See Attachment.

### **Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time: N/A

Finish Time: N/A

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

N/A

Sound checks conducted prior to the event: No

Start Time: N/A

Finish Time: N/A

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: No Describe:

N/A

### **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: N/A

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

If not presented, please explain:

N/A

### **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: 01/28/2026      Date routed: 01/30/2026      Date for review: 02/04/2026

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 02/04/2026.

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Royal Valet Lane Closure Request for March

Date	Team Time	Event Start	Event End	Name of Event	Event Location	Estimated Attendace	Street Closed	Street Opened	Closure Location
3/28/2026	5p	6p	11p	Brainiac Ball	ACC	675	5p	8p	Far west lane of north bound Houston from 3rd St to ACC Entrance