



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Summers Fifth Night Date(s) of Event: Thursday, May 28, 2026
Location Address: Start: 1709 Utica Square Council District(s): 4
End: 1709 Utica Square
Event Description: Free Concerts every Thursday night in the summer
Event Category: Concert/Performance
Event Includes: Amplified Sound, Live Entertainment, Private Property
Anticipated Attendance: Total: 1000 Per Day: 1000
Anticipated Participants: Total: 10 Per Day: 10
Number of Events for Monthly Event: Yes 1

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: NW Utica Property Owner LP Website: northwoodretail.com
Chief Officer of Host Organization: Jeff Nemec
Email and Phone: JNemec@northwoodretail.com 303-293-7183
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 Phone: 918-588-5212
CENTER
Billing Address: 1709 Utica Square 220
TULSA, OK 74136

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/28/2026 Time: 3pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A

Event Start: Date: 05/28/2026 Time: 7pm
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: 7-9pm

Event End: Date: 05/28/2026 Time: 9pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 05/28/2026 Time: 9pm
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, 918-549-5344

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: 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: 05/28/2026 Time: 5pm

Equipment Pickup: Date: 05/28/2026 Time: 10pm

Other Event Information: See attachment(s). Due to weather or unforeseen circumstances, the timelines for activities (including relocation, if necessary) are subject to change.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Casii Stephan, Pop Soul/Rock

Sound Amplification: Yes

Start Time: 7pm

Finish Time: 9pm

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

Standard band equipment and speakers

Sound checks conducted prior to the event: Yes

Start Time: 6pm

Finish Time: 7pm

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:

Banner 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 stage, equipment, sound, chairs, tables, restrooms, and trash will be removed within 2 hours after the event.

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: 05/19/2026 Date routed: 05/27/2026 Date for review: Email Review

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 06/03/2026.
