



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: Summers Fifth Night Date(s) of Event: June 4 -25, 2026  
 Location Address: Start: 1709 Utica Square Council District(s): 4  
End: 1709 Utica Square  
 Event Description: Free concerts every Thursday in the summer  
**Event Category:** Concert/Performance  
**Event Includes:** Amplified Sound, Live Entertainment, Private Property  
 Anticipated Attendance: Total: 4000 Per Day: 1000  
 Anticipated Participants: Total: 10 Per Day: 10  
 Number of Events for Monthly Event: Yes 4

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

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Host Organization: NW Utica Property Owner LP Website: northwoodretail.com  
 Chief Officer of Host Organization: Jeff Nemeč  
 Email and Phone: JNemeč@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***

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**Event Setup:** Date: 06/04/2026 Time: 3pm  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: N/A - Parking Lot  
**Event Start:** Date: 06/04/2026 Time: 7pm  
Street Closure for Event Start: Date: Time:  
Street(s) to be Closed for Event Start: N/A - Parking Lot  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 7 - 9pm every Thursday  
**Event End:** Date: 06/25/2026 Time: 9pm  
Street Reopens after Event End: Date: Time:  
**Event Teardown:** Date: 06/25/2026 Time: 9pm  
Street Reopens after Event Teardown: Date: Time:

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

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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**

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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**

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Event Sponsor(s): Utica Square Merchants

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: 06/04/2026 Time: 5pm

Equipment Pickup: Date: 06/25/2026 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**

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Number of Stages: 1

Number of Performers/Bands: 1 per night

Performer/Band name and music type: Variety of rock and pop

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**

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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**

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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: 05/19/2026      Date routed: 05/31/2026      Date for review: 06/03/2026

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 06/03/2026.

Additional fee invoiced. \_\_\_\_\_

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