Permit #: SPEV-262116-2026
Application Date: 10/20/2026
Issue Date:

City of Tulsa
SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Season of Care Holiday Home Tour - Benefiting FCS

Date(s) of Event: November 12-15 and November 20-22, 2026

Location Address: Start: 1876 Utica Square
End: 1020 E. 21st Street

Council District(s): 4

Event Description: Partnering with FCS of Tulsa, we are offering exclusive tours of my 100 year old home benefiting the FCS Season of Care. Christmas enthusiast will have the opportunity to tour my home fully decked out for the Christmas season in a special theme curated, decorated, and designed by an award winning Christmas designer. Holiday Tours of My Home Benefiting Family and Children's Services of Tulsa. No retail activity at the residence, only the tours.

Event Category: Miscellaneous

Event Includes: Merchandise Sales, Private Property

Anticipated Attendance: Total: 870

Per Day: 180

Anticipated Participants: Total: 0

Per Day: 0

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization:	Amber Welch	Website: N/A
Chief Officer of Host Organization:	Amber Welch	
Email and Phone:	amber918Tulsa@gmail.com (918) 576-6001	
Applicant Name:	Amber Welch	
Email and Phone:	amber918Tulsa@gmail.com (918) 576-6001	
Professional Event Organizer:		
Email and Phone:		
On-site Contact:	Amber Welch	Mobile: (620) 655-5987
Billing Contact:	Amber Welch	Phone: (918) 576-6001
Billing Address:	1020 E 21ST ST S Tulsa, OK 74114	

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: 11/12/2026	Time: 2 pm
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	N/A - Private Property	
Event Start:	Date: 11/12/2026	Time: 4 pm
Street Closure for Event Start:	Date:	Time:
Street(s) to be Closed for Event Start:	N/A - Private Property	
Run, Walk, Parade Start Time:	N/A	
Daily Event Hours:	See Schedule	
Event End:	Date: 11/22/2026	Time: 7:30 pm
Street Reopens after Event End:	Date:	Time:
Event Teardown:	Date: 11/22/2026	Time: 8 pm
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: No Contact, Email and Phone: N/A

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:

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

Parking Type: Paved Lot

Transportation Service: Shuttle Service

Transportation Service: Contact, Email and Phone: 918Shuttle +1 (918) 748-8853 Proposed

Sponsor and Other Event Information

Event Sponsor(s): Amber Marie & Company
Family and Children's Services - Tulsa

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: 1876 Utica Square - Parking At Amber Marie and Company - Utica Square - 1020 E. 21st Street. See attachment(s). No retail activity at the residence, only the tours. 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: 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:

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

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Guests will be inside my personal home. We do not anticipate any major clean up or removal. We will use regular trash removal methods.

Number of Trash Receptacles: 1 Number of Dumpsters: 0 Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, Neighborhood Assn, Door to door communication with my surrounding neighbors and hosted 2 neighborhood listening sessions with one in person and one virtual this summer. Maple Ridge Association is aware of my plans as well as councilor Laura Bellis.

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: 10/20/2026 Date routed: 10/29/2026 Date for review: 11/04/2026

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 10/28/2026. Mayor agenda 11/04/2026. City Council agenda 11/04/2026. Late application fee 10/29/2026. Tour schedule 10/29/2026.

Set Up: Thursday November 12th. 2:00 pm - 4:00 pm

The Tour Dates are as follows:

Thursday November 12th - Opening Night Special Event

4:00pm - 5:30 pm tour and 6:00pm - 7:30pm tour. Clean up 8pm - 9pm for event staff.

Friday November 13th

4:00pm -5:30pm

6:00 - 7:30pm

8:00 - 9:30pm

Clean up 9:30 - 10:00 for event staff.

Saturday November 14th

10:00 - 11:30am

12:00 pm - 1:30pm

2:00pm - 3:30pm

6:00pm - 7:30pm

8:00pm - 9:30pm

Clean Up 9:30pm - 10:00pm for event staff.

Sunday November 15th

12:00pm - 1:30pm

2:00pm - 3:30pm

4:00pm - 5:30pm

6:00pm - 7:30pm

Clean Up 7:30pm - 8:00pm for event staff.

Friday November 20th

4:00pm -5:30pm

6:00 - 7:30pm

8:00 - 9:30pm

Clean up 9:30 - 10:00 for event staff.

Saturday November 21st

10:00 - 11:30am

12:00 pm - 1:30pm

2:00pm - 3:30pm

6:00pm - 7:30pm

8:00pm - 9:30pm

Clean Up 9:30pm - 10:00pm for event staff.

Sunday November 22nd

12:00pm - 1:30pm

2:00pm - 3:30pm

4:00pm - 5:30pm

6:00pm - 7:30pm

Clean Up 7:30pm - 8:00pm for event staff.

Supporting Exhibits

Exhibit A

- Site Plan
    - My Home is Marked with the Pin



- Shuttle location – Tours start and end at my store – Amber Marie & Company.
    - This is thoughtfully planned out for not only the parking, but the best experience for guests, benefiting Utica Square as many guests enjoy dining at one of our local favorites either before or after their tour.
- Parking plan – Guest park at Utica Square, come inside our store to gather and validate ticket purchases and start their experience.
- Tour route

