Permit #: SPEV-261886-2026
Application Date: 10/16/2026
Issue Date:

City of Tulsa
SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Night Light Tulsa

Date(s) of Event: December 3, 10, 17, 24, 31, 2026

Location Address: Start: 200 N Maybelle Ave
End: Reconciliation Way and Katy Trail

Council District(s): 4

Event Description: Night Light Tulsa is a weekly outreach that serves Tulsa's homeless and low income communities. We have been serving since September 2013. This permit is for every Thursday in December 2026. Volunteers from across Tulsa and surrounding communities come to participate.

Event Category: Miscellaneous

Event Includes: Generator/Electricity, Public Right of Way, Open Flame, No Parking Signage, Street Closure

Anticipated Attendance: Total: 1500 Per Day: 300

Anticipated Participants: Total: 1000 Per Day: 200

Number of Events for Monthly Event: Yes 5

Host Organization, Applicant and Professional Event Organizer Information

Host Organization:	The City Lights Foundation of Oklahoma	Website:https://www.citylightsok.org/
Chief Officer of Host Organization:	Sarah Grounds	
Email and Phone:	Sarah@citylightsok.org 9182043593	
Applicant Name:	Sarah Grounds	
Email and Phone:	info@citylightsok.org 9189919599	
Professional Event Organizer:		
Email and Phone:		
On-site Contact:	Sarah Grounds	Mobile: 918-991-9599
Billing Contact:	The City Lights Foundation of Oklahoma	Phone: 918-991-9599
Billing Address:	P O Box 14221 Tulsa, OK 74159	

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: 12/03/2026	Time: 6pm
Street Closure for Event Setup:	Date: 12/03/2026	Time: 6pm
Street(s) to be Closed for Event Setup:	Reconciliation Way from Maybelle Ave through and under the bridge to Katy Trail every Thursday	
Event Start:	Date: 12/03/2026	Time: 6:30pm
Street Closure for Event Start:	Date: 12/03/2026	Time: 6pm
Street(s) to be Closed for Event Start:	Reconciliation Way from Maybelle Ave through and under the bridge to the Katy Trail every Thursday	
Run, Walk, Parade Start Time:	NA	
Daily Event Hours:	Every Thursday from 6:30-9:00pm	
Event End:	Date: 12/31/2026	Time: 9pm
Street Reopens after Event End:	Date: 12/31/2026	Time: 9pm
Event Teardown:	Date: 12/31/2026	Time: 9pm
Street Reopens after Event Teardown:	Date: 12/31/2026	Time: 9pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable

Number of Food Vendors: 0

Number of Food Trucks: 0

Food Cooked on-site: Yes Fuel(s) to be used: Gas

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: 1st Line Security, 918-550-9918.

Medical and/or First Aid Services: Yes Contact, Email and Phone: RN on staff. We also have several first aid kits and an AED on site.

Traffic Control Barricade Company: No Contact, Email and Phone: NLT owns the barricades, signage, and cones.

Equipment Setup: Date:12/03/2026 Time: 6pm Equipment Pickup: Date: 12/31/2026 Time: 9pm

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

Equipment Setup: Date: Time: N/A Equipment Pickup: Date: Time: N/A

Parking Type: Street

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

Sponsor and Other Event Information

Event Sponsor(s): The City Lights Foundation of Oklahoma

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

Drone: No

Portable Toilets: Yes Provider and Phone: Aim to Please (918) 606-5675

Total Number of Portable Toilets: 3 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 12/03/2026 Time: 5pm

Equipment Pickup: Date: 01/01/2027 Time: 10am

Other Event Information: See attachment(s). Due to weather or road construction, the timelines for activities and closures (including relocation, if necessary) are subject to change. Traffic Control Equipment removed every Thursday night. Portable Toilets removed every Friday morning following the event each Thursday night.

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:

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

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We have a group that cleans the bridge before we begin. Once our service time starts, we have a group of approximately 12 that picks up trash under the bridge, down the street and to the Day Center and Iron Gate. The area is inspected at the end of the night. All trash is loaded and taken to a dumpster at our building. We will occasionally take pictures to verify that the area is better when we leave it than how we found it. You may contact me for those pictures.

Number of Trash Receptacles: 6 Number of Dumpsters: 0 Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, N/A

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: 10/16/2026 Date routed: 11/24/2026 Date for review: 11/18/2026

Special Events Committee Recommendation: Meeting Review 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 11/18/2026

CITY OF TULSA
SPECIAL EVENTS

Date: Every Thursday **Project:** Night Light Tulsa

Comments:
Road Closure | 6 to 9 p.m. every Thursday
Outreach Hours | 6:30 to 9 p.m. every Thursday
Provider and/or Organizer should comply with MUTCD/COT Signage, Barricade, Spacing, and Distance Guidelines.
Parking Lanes not Shown | Drawing not to Scale.
COT assumes no liability for accuracy or validity.

