



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### ***Summary of Event***

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Name of Event: Hope for the Holidays - The Nutcracker Date(s) of Event: 12/7/18  
Location Address: 110 E 2ND ST S Council District(s): 4  
Event Description: Ballet Performance  
**Event Category:** Street, Lane, or Sidewalk Closure  
**Event Includes:** Public Right of Way, Lane Closure, No Parking Signage  
Anticipated Attendance: Total: 2500 Per Day: 2500  
Anticipated Participants: Total: 2500 Per Day: 2500  
Number of Events for Monthly Event: NA

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

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Host Organization: Tulsa Ballet Theatre Inc Website: NA  
Chief Officer of Host Organization: Scott Black  
Email and Phone: 918-749-6030  
Applicant Name: Katie Grassmyer  
Email and Phone: katie.grassmyer@tulsaballet.org 918-749-6030  
Professional Event Organizer: NA  
Email and Phone:  
On-site Contact: Katie Grassmyer Mobile: 918-749-6030  
Billing Contact: TULSA BALLET THEATRE INC Phone: 918-749-6030  
Billing Address: 1212 E 45th PI S  
Tulsa OK 74105-4508

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

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**Event Setup:** Date: 12/07/2018 Time: 4:00 p.m.  
Street Closure for Event Setup: Date: 12/07/2018 Time: 4:00 p.m.  
Street(s) to be Closed for Event Setup: Cincinnati Ave between 2nd and 3rd streets reserved for parking; 3-4 buses using the west curb parking lane and if needed the west curb traffic lane

**Event Start:** Date: 12/07/2018 Time: 6:30 p.m.  
Street Closure for Event Start: Date: 12/07/2018 Time: 4:00 p.m.  
Street(s) to be Closed for Event Start: Cincinnati Ave between 2nd and 3rd streets reserved for parking; 3-4 buses using the west curb parking lane and if needed the west curb traffic lane

Run, Walk, Parade Start Time: NA  
Daily Event Hours: NA

**Event End:** Date: 12/07/2018 Time: 9:30 p.m.  
Street Reopens after Event End: Date: 12/07/2018 Time: 10:00 p.m.

**Event Teardown:** Date: Time:  
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 of Tents/Canopies: 0 Provider and Phone: NA  
Number of Inflatables: 0 Provider and Phone: NA  
Number of Amusement Rides: 0 Provider and Phone: NA  
Use of fireworks, rockets, lasers, or other pyrotechnics: No  
Provider and Phone: NA

### **Security, Medical, Traffic Control, Crowd Management and Parking Plans**

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Security and/or Police: Contact, Email and Phone: TPD Special Events Unit 918-586-6054. We need 2 police officers for general security and traffic control.

Medical and/or First Aid Services: Contact, Email and Phone: NA

Traffic Control Barricade Company: Contact, Email and Phone: NA

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

Crowd Management Fencing Company: Contact, Email and Phone: NA

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

Parking Type: Parking Garage, Street, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

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

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Event Sponsor(s): NA

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:    Provider and Phone: NA

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

Equipment Setup: Date:                      Time:

Equipment Pickup: Date:                      Time:

Other information: PAC will hood parking meters and cone west curb parking lane to reserve for the bus parking

### **Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: No

Start Time:

Finish Time:

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

NA

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Describe hot air balloons, fire lanterns or similar devices used at event:

NA

Describe the use of any signs, banners, decorations, or special lighting used at event:

NA

### **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: Event is inside the Tulsa PAC

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: No street closure

### **Avidavit 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: 10.26.2018      Date routed: 12.06.2018      Date for review: Email Review

Special Events Committee Recommendation: \_\_\_\_\_

Date routed to Mayor: \_\_\_\_\_      Mayor's Recommendation: \_\_\_\_\_

Date routed to Council: \_\_\_\_\_      City Council Approval: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_      Comments: Form 12.06.2018