



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Philbrook Festival

Date(s) of Event: December 7, 14, 21, 24, 28, 2018

Location Address: 2727 S ROCKFORD RD E

Council District(s): 4

Event Description: Festival

**Event Category:** Festival/Celebration

**Event Includes:** Beer/Alcohol Sales, Open Flame, Live Entertainment, Food Sales, Use of private property for on-grass parking, Merchandise Sales, Private Property

Anticipated Attendance: Total: 5000

Per Day: 1000

Anticipated Participants: Total: 5000

Per Day: 1000

Number of Events for Monthly Event: 6

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

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Host Organization: Philbrook Museum of Art

Website: NA

Chief Officer of Host Organization: Paul Nelson

Email and Phone: 918-748-5326

Applicant Name: Lindsey Neal Kuykendall

Email and Phone: lkuykendall@philbrook.org 918-748-5399

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Security General

Mobile: 918-748-5386

Billing Contact: Philbrook Museum of Art

Phone: 918-748-5399

Billing Address: 2727 Rockford  
Tulsa OK 74112

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

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**Event Setup:** Date: 12/07/2018 Time: 3:00 PM  
Street Closure for Event Setup: Date: 12/07/2018 Time: NA  
Street(s) to be Closed for Event Setup: NA - No Parking Signage in the adjacent neighborhood from 2 to 10 p.m.  
Supplementing existing city signs only. Transol Pro Parking Directors only.

**Event Start:** Date: 12/07/2018 Time: 6:00 PM  
Street Closure for Event Start: Date: Time: NA  
Street(s) to be Closed for Event Start: NA Use of private property for on-grass parking.  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 6:00 - 9:00 PM

**Event End:** Date: 12/28/2018 Time: 9:00 PM  
Street Reopens after Event End: Date: 12/28/2018 Time: NA

**Event Teardown:** Date: 12/07/2018 Time: 9:00 PM  
Street Reopens after Event Teardown: Date: 12/07/2018 Time: NA

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Wine Sales, High point beer sales, Alcohol Sales  
Number of Food Vendors: 1  
Number of Food Trucks: 0  
Food Cooked on-site: Yes Fuel(s) to be used: Electric  
Number of Item Vendors: 1 Number of Service Vendors: 2  
Number of Tents/Canopies: (2) 10x10's Provider and Phone: Philbrook and Kitchen 27 Restaurant owns the pop up tents.  
(2) 10x20's  
Number of Inflatables: 0 Provider and Phone: NA.  
Number of Amusement Rides: 1 Provider and Phone: Tulsa Fun Express Inc.  
11063D S. Memorial Dr #235  
Tulsa, OK 74133  
  
Owners: Wanda & Albert Septiano  
918-995-9059  
choochoo@tulsafunexpress.com

Use of fireworks, rockets, lasers, or other pyrotechnics: No  
Provider and Phone: NA.

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

Security and/or Police: Contact, Email and Phone: Stephen Ramsay, Chief of Security, 918-748-5333

Medical and/or First Aid Services: Contact, Email and Phone: On-site Paramedic scheduled by Stephen Ramsay, 918-607-8051

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, Unpaved Lot, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

Event Sponsor(s): Williams, Integrity Lighting & Sound, Omni Lighting

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:    Provider and Phone: Porta John 918-836-2134

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

Equipment Setup: Date: 12/07/2018                      Time: 9:00 AM

Equipment Pickup: Date: 12/29/2018                      Time: 9:00 AM

Other information: The Museum comes alive with holiday events, visits from Santa, train rides, Lego Village, garden games, live music, shopping, décor, and thousands of lights in the gardens reflecting the spirit of the season. Gather the whole family for unforgettable experiences.

Festival Nights are special ticketed event nights which feature a NEW light show in the gardens, a NEW train ride through the gardens, live music performances, make-and-take activities for the kids, refreshments, and other special programming.

Bundle up! Festival is an indoor and outdoor event, so please be prepared for cold, wet and/or windy weather. Please dress accordingly and wear comfortable shoes.

In case of inclement weather, outdoor activities including the light show may be cancelled. Sections of the Philbrook Gardens will have limited visibility; please stay on well-lit paths for safety.

## **Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: All acoustic choirs and community groups

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:

Holiday lighting installed by Integrity and Omni Vendors.

## **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: Philbrook Museum custodial and staff as well as catering crews to clean up and reset for next day business.

Number of Trash Receptacles: 14

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents, Neighborhood Association

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

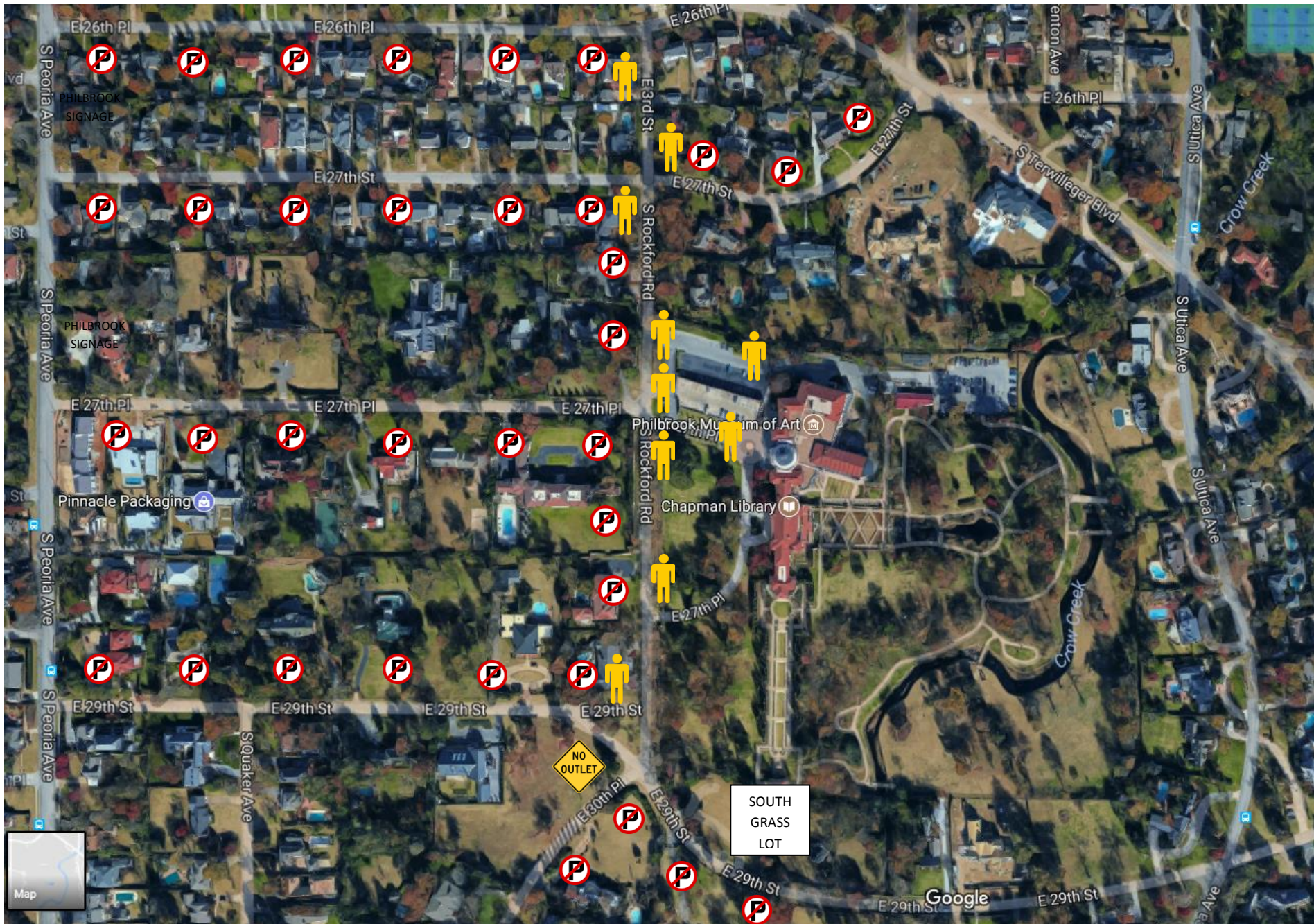
Special Events Committee Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

Date routed to Mayor: \_\_\_\_\_ Mayor's Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

Date routed to Council: \_\_\_\_\_ City Council Approval: \_\_\_\_\_ ☐ Yes ☐ No

Date Permit Issued: \_\_\_\_\_ Comments: Form revised 12.06.2018. Disregard the parking signs  
on the map except for on Rockford Rd and 27th Pl.





= PARKING DIRECTOR

# Philbrook Festival Dates 2017

Philbrook Museum of Art - 2727 S. Rockford Rd.

DATE	EVENT TIME	ESTIMATED ATTENDANCE
1-Dec	6-9PM	1,200
8-Dec	6-9PM	1,000
15-Dec	6-9PM	1,000
22-Dec	6-9PM	800
24-Dec	6-9PM	800
29-Dec	6-9PM	800