



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Night Light Tulsa Date(s) of Event: January 3rd, 10th, 17th, 24th, 31st 2019

Location Address: 202 N MAYBELLE AVE W Council District(s): 4

Event Description: Night Light Tulsa is a weekly outreach program that serves Tulsa's homeless and low-income community. Volunteers come from across Tulsa and surrounding communities. It has functioned since Sept. 2013. It occurs every Thursday night.

**Event Category:** Miscellaneous

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

Anticipated Attendance: Total: 350 Per Day: 350

Anticipated Participants: Total: 350 Per Day: 350

Number of Events for Monthly Event: 5

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

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Host Organization: The City Lights Foundation of Oklahoma Website: https://citylightsok.org/

Chief Officer of Host Organization: Sarah Grounds

Email and Phone: Sarah@nightlighttulsa.org

Applicant Name: Sarah Grounds

Email and Phone: sarah.grounds@citylightsok.org 918-991-9599

Professional Event Organizer:

Email and Phone:

On-site Contact: Tyler Parette Mobile: 918-991-9599

Billing Contact: The City Lights Foundation of Oklahoma Phone: 918-991-9599

Billing Address: 7204 S. Birch Ave.  
BROKEN ARROW OK 74011

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

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**Event Setup:** Date: 01/03/2019 Time: 6pm  
Street Closure for Event Setup: Date: 01/03/2019 Time: 6pm  
Street(s) to be Closed for Event Setup: Under the bridge; Brady Street between Maybelle Ave and the Katy Trail.  
**Event Start:** Date: 01/03/2019 Time: 6:15 pm  
Street Closure for Event Start: Date: 01/03/2019 Time: 6 pm  
Street(s) to be Closed for Event Start: Under the bridge; Brady Street between Maybelle Ave and the Katy Trail.  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 6:15- 9:30 pm  
**Event End:** Date: 01/31/2019 Time: 9:30 pm  
Street Reopens after Event End: Date: 01/31/2019 Time: 10 pm  
**Event Teardown:** Date: 01/31/2019 Time: 9:30 pm  
Street Reopens after Event Teardown: Date: 01/31/2019 Time: 10 pm

### ***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: Yes Fuel(s) to be used: Gas  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number of Tents/Canopies: 0 Provider and Phone: N/A  
Number of Inflatables: 0 Provider and Phone: N/A  
Number of Amusement Rides: 0 Provider and Phone: N/A  
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: Contact, Email and Phone: No hired security; Staff wear designated shirts and have people watching the perimeter; Emergency plan in place:

\*\*\*Considering hiring security in future; will update when applicable.

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

Traffic Control Barricade Company: Contact, Email and Phone: We own our barricades.

Equipment Setup: Date: 01/03/2019 Time: 6 pm Equipment Pickup: Date: 01/31/2019 Time: 10 pm

Crowd Management Fencing Company: Contact, Email and Phone: N/A

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

Parking Type: Street, ADA parking not available

Transportation Service: No service

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

## **Sponsor and Other Event Information**

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Event Sponsor(s): The City Lights Foundation of Oklahoma/ Night Light Tulsa

Name of Park and Location, if applicable: N/A

Drone: No

Portable Toilets: Provider and Phone: Aim To Please 918-606-5675

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 01/03/2019 Time: 6 pm

Equipment Pickup: Date: 01/31/2019 Time: 9:30 pm

Other information: Weekly event occurring every Thursday night under the bridge at Maybelle and Brady- to the Katy Trail.

## **Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time:

Finish Time:

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

N/A

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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

N/A

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

LED lights on our own stands

## **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: Volunteers sweep and clean the bridge at the beginning of the night and again at the end. We spend 30 minutes at the end of the night making sure everything is clean. We haul all trash (including items not produced from our event) off to our own dumpster at the end.

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: N/A

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents

## **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: 12.03.2018      Date routed: 12.14.2018      Date for review: 12.19.2018

Special Events Committee Recommendation: Email Review      ☒ Yes ☐ No

Date routed to Mayor: 12.14.2018      Mayor's Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

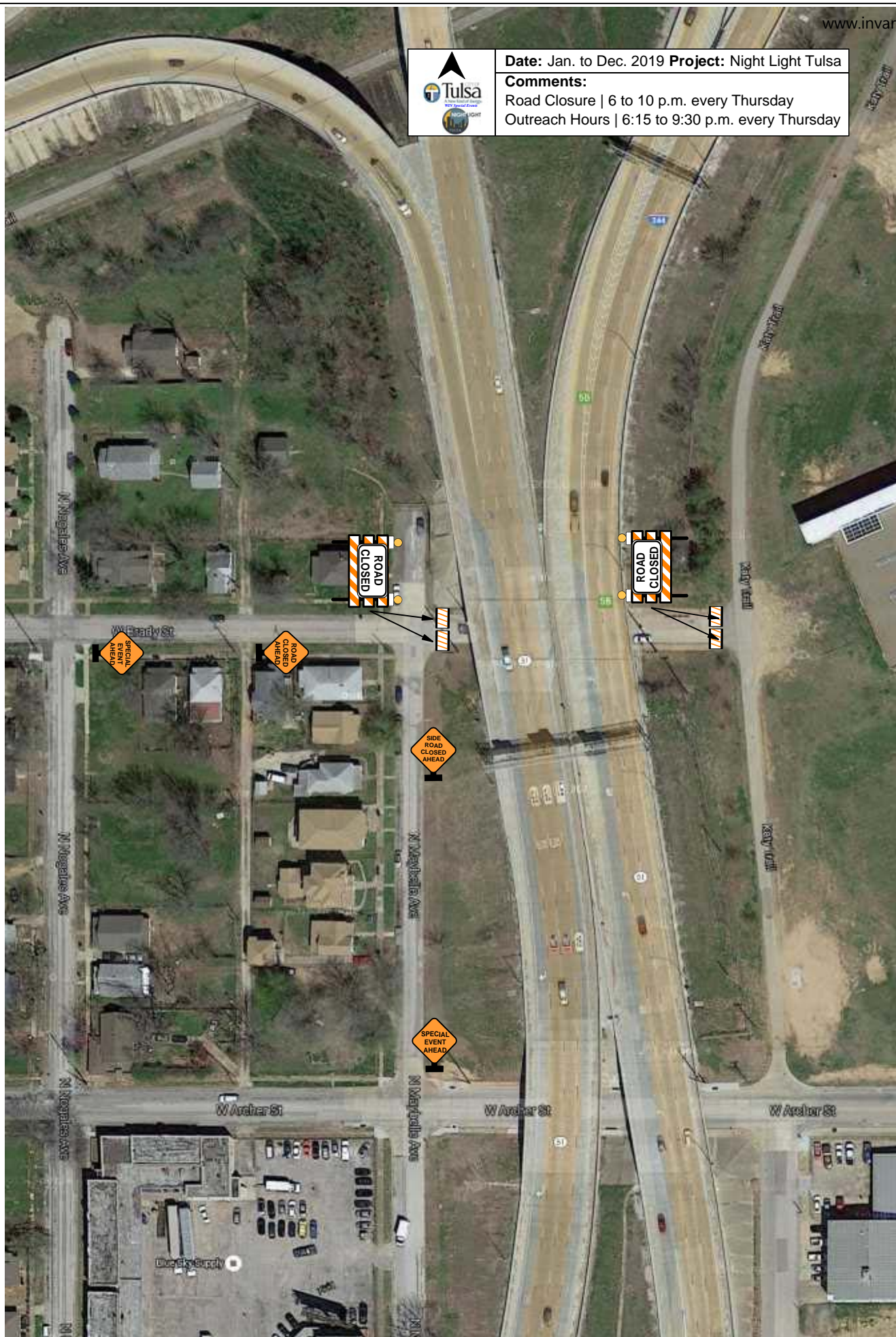
Date routed to Council: 12.14.2018      City Council Approval: \_\_\_\_\_ ☐ Yes ☐ No

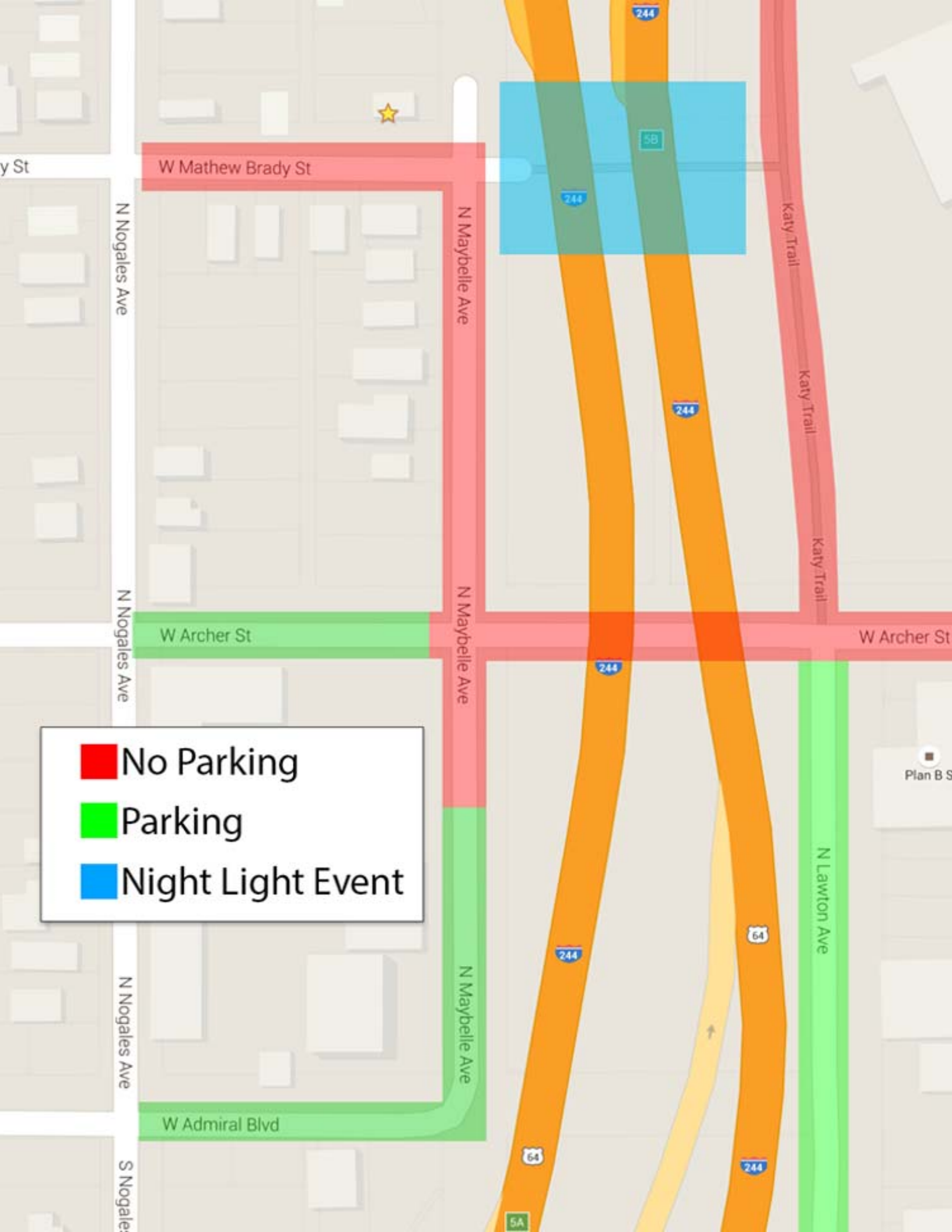
Date Permit Issued: \_\_\_\_\_      Comments: Form and map revised 12.14.2018.

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**Comments:**

Road Closure | 6 to 10 p.m. every Thursday  
Outreach Hours | 6:15 to 9:30 p.m. every Thursday





No Parking

Parking

Night Light Event





# First Aid

# Food Preparation

# Portable Restrooms