



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Williams-Keely Wedding EventDate(s) of Event: June 1, 2024Location Address: Start: 2727 S Rockford Rd
End: 2727 S Rockford RdCouncil District(s): 4Event Description: Tented Wedding Event on June 1**Event Category:** Miscellaneous**Event Includes:** Amplified Sound, Tent/Canopy, Public Right of Way, Live Entertainment, No Parking Signage, Private PropertyAnticipated Attendance: Total: 300Per Day: 300Anticipated Participants: Total: 0Per Day: 0

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Philbrook Museum of ArtWebsite: <http://www.philbrook.org/>Chief Officer of Host Organization: Jorge KobeEmail and Phone: jkobe@philbrook.org 415-378-8256Applicant Name: Reilly OHaraEmail and Phone: rohara@philbrook.org 918-748-5399

Professional Event Organizer:

Email and Phone:

On-site Contact: Jay JamisonMobile: 918-748-5361Billing Contact: Reilly OHaraPhone: 918-748-5399Billing Address: 2727 South Rockford RD
Tulsa, OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/28/2024 Time: 9:00am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - No Parking Signage on Rockford Rd from 27th Place to 29th Street.

Event Start: Date: 06/01/2024 Time: 5:00pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA - No Parking Signage on Rockford Rd from 27th Place to 29th Street.

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

Event End: Date: 06/01/2024 Time: 11:00pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 06/04/2024 Time: 5:00pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Free Beer, Free Alcohol (Spirits), Free Wine
Number of Food Vendors: 1
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: 3
Number & Sizes of Tents: (1) 99'x59 Tent and (1) 31x32 Tent Provider and Phone: Party Pro Rents (918) 622-8102 | Tent Permit # FIRE-178179-2024
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: NA

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

Security and/or Police: Yes Contact, Email and Phone: ASAP Security and Protection, info@asapsecurity918.com (918) 292-9930.
Philbrook Security, bnatale@philbrook.org (918) 748-5386

Medical and/or First Aid Services: No Contact, Email and Phone: NA

Traffic Control Barricade Company: No Contact, Email and Phone: NA

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

Crowd Management Fencing Company: No Contact, Email and Phone: NA

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

Parking Type: Street, ADA parking available, Paved Lot

Transportation Service: Valet Service

Transportation Service: Contact, Email and Phone: Royal Valet (918) 935-6070, bookings@royalvalettulsa.com, royalvalettulsa.com

Sponsor and Other Event Information

Event Sponsor(s): None

Park: No Name of Park and Location: NA

Drone: Yes

Portable Toilets: Yes Provider and Phone: At Your Service Rentals
Phone: (918) 272-0568
Email: aysteam@aysrentals.com

Total Number of Portable Toilets: 1 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: 05/28/2024 Time: 9:00am

Equipment Pickup: Date: 06/03/2024 Time: 9:00am

Other Event Information: Event Set-Up: May 28, 2024 - June 1, 2024
Event: June 1, 2024
Event Tear-Down: June 1, 2024 - June 4, 2024

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Intensity Band & DJ - Top 100 Hits

Sound Amplification: Yes

Start Time: 7:00pm

Finish Time: 11:00pm

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

Basic PA for live band, toasts

Sound checks conducted prior to the event: Yes

Start Time: 2:00pm

Finish Time: 3:00pm

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: No Describe:

NA

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Party Pro Rents will clean up tent debris. Et Al Catering will clean up food waste. Philbrook Operations team manages the facility.

Number of Trash Receptacles: 10

Number of Dumpsters: 4

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Neighborhood Assn

If not presented, please explain:

NA

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: 04/18/2024 Date routed: 05/08/2024 Date for review: 05/20/2024

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 05/01/2024.

Parking Signage
Williams Wedding



