



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: LumiFest Date(s) of Event: July 26, 2024

Location Address: Start: 7 N Cheyenne Ave Council District(s): 1  
End: 3 N Cheyenne Ave

Event Description: An outdoor, end-of-trimester celebration for Atlas School Students.

**Event Category:** Street, Lane, or Sidewalk Closure

**Event Includes:** Amplified Sound, Public Right of Way, Live Entertainment, Street Closure

Anticipated Attendance: Total: 250 Per Day: 250

Anticipated Participants: Total: 250 Per Day: 250

Number of Events for Monthly Event: No

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

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Host Organization: Atlas School Website: https://www.atlasschool.com/

Chief Officer of Host Organization: Elizabeth Wuller

Email and Phone: libby.wuller@holbertonschool.com 405-742-7466

Applicant Name: Dillon Brown

Email and Phone: dillonbrown1@gmail.com 405-637-3837

Professional Event Organizer:

Email and Phone:

On-site Contact: Dillon Brown Mobile: 405-637-3837

Billing Contact: Atlas School Phone:

Billing Address: 15 N Cheyenne Ave  
Tulsa, OK 74103

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

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**Event Setup:** Date: 07/26/2024 Time: 10:00AM  
Street Closure for Event Setup: Date: 07/26/2024 Time: 12:00PM  
Street(s) to be Closed for Event Setup: Cheyenne Ave from Archer St to Railroad Tracks  
**Event Start:** Date: 07/26/2024 Time: 5:00PM  
Street Closure for Event Start: Date: 07/26/2024 Time: 12:00PM  
Street(s) to be Closed for Event Start: Cheyenne Ave from Archer St to Railroad Tracks  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 5:00 - 8:00PM  
**Event End:** Date: 07/26/2024 Time: 8:00PM  
Street Reopens after Event End: Date: 07/26/2024 Time: 10:00PM  
**Event Teardown:** Date: 07/26/2024 Time: 8:00PM  
Street Reopens after Event Teardown: Date: 07/26/2024 Time: 10:00PM

## **Secondary Permits Required**

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 3  
Number of Food Trucks: 3  
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas  
Number of Item Vendors: 1 Number of Service Vendors: 0  
Number & Sizes of Tents: 3 - 10x10 Provider and Phone: Dillon Brown (405) 637-3837  
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**

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Security and/or Police: Yes Contact, Email and Phone: Atlas School existing Security - Contact Dillon Brown (405) 637-3837

Medical and/or First Aid Services: No Contact, Email and Phone: We have first aid kits in the building.

Traffic Control Barricade Company: Yes Contact, Email and Phone: TBD

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, 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): Atlas School

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: No Provider and Phone: NA

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

Equipment Setup: Date:                      Time:

Equipment Pickup: Date:                      Time:

Other Event Information: Map pending

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: K.Roc 3.0

Sound Amplification: Yes

Start Time: 5:00PM

Finish Time: 8:00PM

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

Small professional sound equipment.

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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: Yes Describe:

Wayfinding and Event Signs. Lights for the stage, but they will be pointed down at the stage.

**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: School trashcans will be brought out into the event space.

Number of Trash Receptacles: 10

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Schools, Event will be for Atlas School Studnets, Staff, Alum, family and friends!

If not presented, please explain:

NA

**Affidavit 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: 06/28/2024      Date routed: 07/17/2024      Date for review: 07/24/2024

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 07/24/2024. Fees paid  
07/15/2024. TCP map pending as of 07/17/2024.

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