



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Light The Night

Date(s) of Event: October 17, 2024

Location Address: Start: 111 E Reconciliation Way
End: 111 E Cameron St

Council District(s): 1

Event Description: The Leukemia & Lymphoma Society's Light The Night brings light to the darkness of cancer by funding lifesaving research and support for people battling cancer. Family, friends and co-workers gather together to celebrate, honor or remember those touched by cancer. Their fundraising efforts culminate in an inspirational, memorable evening experience filled with music, engaging activations, an empowering lantern lighting ceremony honoring survivors and remembering those we have lost, and a short walk to display our unity.

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Amplified Sound, Tent/Canopy, Private Park, Public Right of Way, Sidewalk Closure, Intermittent Traffic Control at Intersections

Anticipated Attendance: Total: 200

Per Day: 200

Anticipated Participants: Total: 200

Per Day: 200

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Leukemia & Lymphoma Society Website: www.lls.org & www.lightthenight.org

Chief Officer of Host Organization: Leah Swanson

Email and Phone: 972-996-5904

Applicant Name: Lindsay Angelis

Email and Phone: lindsay.angelis@lls.org 301-520-6438

Professional Event Organizer:

Email and Phone:

On-site Contact: Sara Mason

Mobile: 817-903-9103

Billing Contact: Leukemia & Lymphoma Society

Phone: 972-996-5904

Billing Address: 3 International Dr Suite 200
Rye, NY 10573

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/16/2024 Time: 2:00PM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A - Staging in Park

Event Start: Date: 10/17/2024 Time: 5:30PM
Street Closure for Event Start: Date: 10/17/2024 Time: 7:45PM
Street(s) to be Closed for Event Start: N/A - Using Sidewalks. Temporary Intermittent Traffic Control on E. Reconciliation Way and Cameron St at the intersections of MLK Jr Blvd and Detroit Ave.

Run, Walk, Parade Start Time: Walk Start: 7:45PM
Walk End: 8:15PM

Daily Event Hours: Event Start: 5:30PM
Event End: 9:00PM

Event End: Date: 10/17/2024 Time: 9:00PM
Street Reopens after Event End: Date: 10/17/2024 Time: 8:15PM

Event Teardown: Date: 10/17/2024 Time: 9:30PM
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable

Number of Food Vendors: 0

Number of Food Trucks: 2

Food Cooked on-site: No Fuel(s) to be used:

Number of Item Vendors: 0 Number of Service Vendors: 0

Number & Sizes of Tents: (15) 10x10 & (2) 10x20 Provider and Phone: TBD between Party Pro Rentals or ABCO. Party Pro (918) TBD ABCO (918) TBD

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: N/A

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

Security and/or Police: Yes Contact, Email and Phone: Guthrie Green Park providing 1 officer, ASAP Security (918) TBD providing 1 security officer. TPD Special Events Unit (918) 586-6054 for Traffic Control.

Medical and/or First Aid Services: Yes Contact, Email and Phone: Event Medic Services (918) TBD

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

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

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

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: N/A

Sponsor and Other Event Information

Event Sponsor(s): Gilead & Kite, BeiGene, Raymond James, QuikTrip.
Other local sponsors still pending

Park: Yes Name of Park and Location: Guthrie Green Park, 111 E Reconciliation Way

Drone: No

Portable Toilets: No Provider and Phone: N/A

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

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other Event Information: See Attachments. Using Sidewalks. Temporary Intermittent Traffic Control for Event- Light The Night by the Leukemia & Lymphoma Society- actual event is at Guthrie Green Park.

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 5:00PM

Finish Time: 9:00PM

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

Guthrie Green Stage & Audio

Sound checks conducted prior to the event: Yes

Start Time: 3:30PM

Finish Time: 4:00PM

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

N/A

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

Tents will have a 10x2 banner showing the sponsor or area name

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: LLS Staff will place all trash in the Guthrie Green Dumpster at the end of the night. LLS will provide trash cans for the event.

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Guthrie Green

If not presented, please explain:

N/A - No Road Closure

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: 08/13/2024 Date routed: 09/30/2024 Date for review: 10/02/2024

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 10/02/2024.

Fees paid and course revised 09/16/2024.



Walkers using Sidewalks
and Crosswalks.



Cameron St

Elgin Ave

Detroit Ave

MLK Jr Blvd

Reconciliation Way

END

START

- Rebecca
- Erica
- John
- Light
- 1-800-15
- Suzanne
- Raymond James
- SNR
- POWS
- Kibe
- SNR/WHY
- IQC
- stage
- Remembrance