



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Crossland Street Closure to Hang Banner Date(s) of Event: December 5 and 9, 2024

Location Address: Start: 616 W 7th St Council District(s): 4
End: 616 W 7th St

Event Description: Crossland is hosting our annual Christmas Party at the Cox Convention Center on Saturday, December 7th and we would like to hang a banner on the skybridge welcoming everyone on Thursday, December 5th since that is when the start of our employees will arrive in Tulsa. The skybridge connecting the Double Tree Hotel Downtown to The Cox Convention Center.

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Public Right of Way, Lane Closure

Anticipated Attendance: Total: 4 Per Day: 4

Anticipated Participants: Total: 4 Per Day: 4

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Cox Business Convention Center Website: https://coxcentertulsa.com/

Chief Officer of Host Organization: Samantha Bogle

Email and Phone: sbogle@crossland.com 620-249-9669

Applicant Name: Samantha Bogle

Email and Phone: sbogle@crossland.com 620-249-9669

Professional Event Organizer:

Email and Phone:

On-site Contact: Samantha Bogle Mobile: 620-249-9669

Billing Contact: Crossland Construction Phone: 620-249-9669

Billing Address: 833 S East AVE
Columbus, KS 66725

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 12/05/2024 Time: 9:30am
Street Closure for Event Setup: Date: 12/05/2024 Time: 10am
Street(s) to be Closed for Event Setup: The crossing of 6th St and 7th St, underneath the skybridge. Installation: Thursday, 12/05, 10 a.m. - Noon. Removal: Monday, 12/09, 10 a.m. - Noon

Event Start: Date: 12/05/2024 Time: 10am
Street Closure for Event Start: Date: 12/05/2024 Time: 10am
Street(s) to be Closed for Event Start: The crossing of 6th St and 7th St, underneath the skybridge. Installation: Thursday, 12/05, 10 a.m. - Noon. Removal: Monday, 12/09, 10 a.m. - Noon

Run, Walk, Parade Start Time: N/A
Daily Event Hours: N/A

Event End: Date: 12/09/2024 Time: 10am
Street Reopens after Event End: Date: 12/09/2024 Time: Noon

Event Teardown: Date: 12/09/2024 Time: Noon
Street Reopens after Event Teardown: Date: 12/09/2024 Time: Noon

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 0 Provider and Phone: N/A
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: TPD Special Events Unit (918) 586-6054 for Traffic Control

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

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 not available

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): Cox Convention Center

Park: No Name of Park and Location: N/A

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 Attachment. Subject to Change.

Installation: Thursday, 12/05, 10 a.m. - Noon.

Removal: Monday, 12/09, 10 a.m. - Noon

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time: N/A

Finish Time: N/A

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

N/A

Sound checks conducted prior to the event: No

Start Time: N/A

Finish Time: N/A

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:

Hanging a banner across the skybridge connecting the Double Tree Hotel with the Cox Convention Center

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: After the banner is hung, we will make sure the lift is removed from the street and back to a safe location.

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Businesses, Received approval from Cox Convention Center

If not presented, please explain:

N/A

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: 10/17/2024 Date routed: 11/20/2024 Date for review: 11/27/2024

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 11/20/2024. Application
complete 11/20/2024.



Banner Hung on sky-bridge connect the Double Tree and the Cox Convention Centre.