



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Tulsa Farmers' Market Date(s) of Event: June 1, 8, 15, 22, 29, 2024

Location Address: Start: 1 S Lewis Ave Council District(s): 4  
End: 1 S Atlanta Ave

Event Description: Local Marketplace for producers to directly connect with their customers.

**Event Category:** Farmers/Outdoor Market

**Event Includes:** Tent/Canopy, Public Right of Way, Food Sales, Merchandise Sales, Private Property, Street Closure

Anticipated Attendance: Total: 25000 Per Day: 5000

Anticipated Participants: Total: 425 Per Day: 85

Number of Events for Monthly Event: Yes 5

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

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Host Organization: Tulsa Farmers' Market Website: <https://www.tulsafarmersmarket.org/>

Chief Officer of Host Organization: Kristin Hutto

Email and Phone: kristin@tulsafarmersmarket.org 918-636-8419

Applicant Name: Kristin Hutto

Email and Phone: kristin@tulsafarmersmarket.org 918-636-8419

Professional Event Organizer:

Email and Phone:

On-site Contact: Kristin Hutto Mobile: 918-636-8419

Billing Contact: Tulsa Farmers' Market Phone: 918-636-8419

Billing Address: PO BOX PO BOX 14572  
Tulsa, OK 74159

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

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**Event Setup:** Date: 06/01/2024 Time: 5am  
Street Closure for Event Setup: Date: 06/01/2024 Time: 5am  
Street(s) to be Closed for Event Setup: Admiral Blvd from Lewis Ave to Atlanta Ave, and Whittier Square Parking Lot every Saturday from 5 a.m. to Noon

**Event Start:** Date: 06/01/2024 Time: 7am  
Street Closure for Event Start: Date: 06/01/2024 Time: 5am  
Street(s) to be Closed for Event Start: Admiral Blvd from Lewis Ave to Atlanta Ave, and Whittier Square Parking Lot every Saturday from 5 a.m. to Noon

Run, Walk, Parade Start Time: NA  
Daily Event Hours: 7am-11am every Saturday

**Event End:** Date: 06/29/2024 Time: 11am  
Street Reopens after Event End: Date: 06/29/2024 Time: 12pm

**Event Teardown:** Date: 06/29/2024 Time: 11am  
Street Reopens after Event Teardown: Date: 06/29/2024 Time: 12pm

### ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 70  
Number of Food Trucks: 2  
Food Cooked on-site: Yes Fuel(s) to be used: Electric  
Number of Item Vendors: 12 Number of Service Vendors: 1  
Number & Sizes of Tents: 85 10'x10' tents Provider and Phone: Vendor Owned  
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: No Contact, Email and Phone: NA

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

Traffic Control Barricade Company: No Contact, Email and Phone: TFM owns TCP barricades and signage

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, Unpaved Lot, ADA parking available, 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): American Heritage Bank, Barrow & Grimm, Big Grass Beef, Carradini Health, Grassroots Larder, JTR Group, Kingdom Chiropractic, Mother Road Market, Mythic Press, OK AG Credit, Roark Acres, The Sustainability Alliance

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: 0

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other Event Information: See Maps

## **Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 1

Performer/Band name and music type: acoustic singer/songwriter

Sound Amplification: No

Start Time:

Finish Time:

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

NA

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: No Describe:

NA

## **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: All vendors are responsible for cleaning up their booth spaces per TFM rules. TFM staff conducts site checks before reopening the street.

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 2

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents, Schools, Neighborhood Assn, Business Assn, Businesses, Places of Worship

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: 05/14/2024      Date routed: 05/15/2024      Date for review: 05/22/2024  
Special Events Committee Recommendation: Meeting Review      Yes ☒ No ☐ 05/15/2024  
Date routed to Mayor: 05/16/2024      Mayor's Recommendation: Yes ☐ No ☐ \_\_\_\_\_  
Date routed to Council: 05/16/2024      City Council Approval: Yes ☐ No ☐ \_\_\_\_\_  
Date Permit Issued: \_\_\_\_\_      Comments: SEC meeting 05/15/2024. Mayor agenda  
05/22/2024. City Council agenda 05/22/2024. No City Council agenda 05/29/2024.

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# Tulsa Farmers' Market



