



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Guthrie Green April Events 2025Date(s) of Event: April 2 - 30, 2025Location Address: Start: 111 E Reconciliation Way
End: 211 E Reconciliation WayCouncil District(s): 1Event Description: See Schedule**Event Category:** Concert/Performance**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Private Park, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Street ClosureAnticipated Attendance: Total: 7000Per Day: 500Anticipated Participants: Total: 140Per Day: 10

Number of Events for Monthly Event: Yes 14

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Guthrie GreenWebsite: <https://guthriegreen.com/>Chief Officer of Host Organization: Derek CombsEmail and Phone: derek@guthriegreen.com 918-671-9317Applicant Name: Lindsey GoffEmail and Phone: lindsey@guthriegreen.com 918-591-2455

Professional Event Organizer:

Email and Phone:

On-site Contact: Derek CombsMobile: 918-671-9317Billing Contact: Lindsey GoffPhone: 918-591-2455Billing Address: 111 E RECONCILIATION WAY N
Tulsa, OK 74103

Event Timeline and Lane/Street Closure Information

| | | |
|---|--|-------------------|
| Event Setup: | Date: <u>04/02/2025</u> | Time: <u>11am</u> |
| Street Closure for Event Setup: | Date: <u>04/04/2025</u> | Time: <u>7am</u> |
| Street(s) to be Closed for Event Setup: | <u>Reconciliation Way between Boston Ave and MLK Jr Blvd</u> | |
| Event Start: | Date: <u>04/02/2025</u> | Time: <u>11am</u> |
| Street Closure for Event Start: | Date: <u>04/04/2025</u> | Time: <u>7am</u> |
| Street(s) to be Closed for Event Start: | <u>Reconciliation Way between Boston Ave and MLK Jr Blvd</u> | |
| Run, Walk, Parade Start Time: | <u>N/A</u> | |
| Daily Event Hours: | <u>See Schedule</u> | |
| Event End: | Date: <u>04/30/2025</u> | Time: <u>2pm</u> |
| Street Reopens after Event End: | Date: <u>04/26/2025</u> | Time: <u>11pm</u> |
| Event Teardown: | Date: <u>04/26/2025</u> | Time: <u>10pm</u> |
| Street Reopens after Event Teardown: | Date: <u>04/26/2025</u> | Time: <u>11pm</u> |

Secondary Permits Required

| | | |
|---|-----------------------|--|
| Beer Sales, Alcohol Sales: | <u>Not Applicable</u> | |
| Number of Food Vendors: | <u>0</u> | |
| Number of Food Trucks: | <u>15</u> | |
| Food Cooked on-site: | <u>No</u> | Fuel(s) to be used: |
| Number of Item Vendors: | <u>25</u> | Number of Service Vendors: <u>0</u> |
| Number & Sizes of Tents: | <u>8 - 20x20</u> | Provider and Phone: <u>ABCO Party Rental, 918-583-6557</u> |
| Number of Inflatables: | <u>No</u> <u>0</u> | Provider and Phone: <u>NA</u> |
| Number of Amusement Rides: | <u>No</u> <u>0</u> | Provider and Phone: <u>NA</u> |
| Use of fireworks, rockets, lasers, or other pyrotechnics: | <u>No</u> | |
| Provider and Phone: | <u>N/A</u> | |

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

Security and/or Police: Yes Contact, Email and Phone: Owl Nite Security, 918-794-7003,
apauley@owlnitesecurity.com

Medical and/or First Aid Services: Yes Contact, Email and Phone: EMSA, 918-596-3027

Traffic Control Barricade Company: Yes Contact, Email and Phone: RoadSafe Traffic Systems, 918-425-4550

Equipment Setup: Date: 04/04/2025 Time: 7am Equipment Pickup: Date: 04/26/2025 Time: 10pm

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

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

Parking Type: Parking Garage, Street, ADA parking available, Paved Lot

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): GGP Parks

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

Drone: No

Portable Toilets: Yes Provider and Phone: AYS
918-272-0568

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 04/04/2025 Time: 7am

Equipment Pickup: Date: 04/26/2025 Time: 11pm

Other Event Information: See Attachments

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: Varies

Performer/Band name and music type: Varies

Sound Amplification: Yes

Start Time: Varies

Finish Time: Varies

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

Varies

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: No Describe:

N/A

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Janitorial Services/Dumpsters on site

Number of Trash Receptacles: 3

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: Berry Brothers Janitorial Services, 620-278-6005

Presented Event Concept to:

Business Assn

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: 03/19/2025 Date routed: 03/19/2025 Date for review: 04/02/2025

Special Events Committee Recommendation: *Email Review Yes ☒ No ☐ 03/19/2025

Date routed to Mayor: 03/20/2025 Mayor's Recommendation: Yes ☐ No ☐ _____

Date routed to Council: 03/20/2025 City Council Approval: Yes ☐ No ☐ _____

Date Permit Issued: _____ Comments: *SEC meeting 04/02/2025. Mayor agenda
Mayor agenda 03/26/2025. City Council agenda 04/02/2025. Road closure 04/04/2025.

Monthly application.

| Guthrie Green Events - April 2025 | | | | | | | |
|-----------------------------------|---------------|---|----------------------|---------------|-------------|--|---------------------------------|
| Separate Permits | | | | | | Blue | |
| Road Closure | | | | | | Red | |
| Parking Spots Only | | | | | | Green | |
| Date | Event Time | Name of Event | Estimated Attendance | Street Closed | Street Open | Closure Location | Event Description |
| 4/2/2025 | 11am-2pm | Food Truck Wednesday | 200+ | N/A | N/A | Resrving all parking around Guthrie Green | Food trucks and amplified sound |
| 4/2/2025 | 6:30pm-8:30pm | Inspyral Circus Jam | 150+ | N/A | N/A | N/A | Amplified Sound |
| 4/4/2025 | 6pm-9pm | First Friday | 1000+ | 7am | 10pm | Closing Reconciliation Way. Reserving all parking around Guthrie Green | Food trucks and amplified sound |
| 4/5/2025 | 7pm-10pm | Evening Concert | 500+ | N/A | N/A | Reserving all parking around Guthrie Green | Food trucks and amplified sound |
| 4/6/2025 | 7pm-10pm | Sunday Salsa | 100+ | N/A | N/A | N/A | Amplified Sound |
| 4/9/2025 | 11am-2pm | Food Truck Wednesday | 200+ | N/A | N/A | Resrving all parking around Guthrie Green | Food trucks and amplified sound |
| 4/16/2025 | 11am-2pm | Food Truck Wednesday | 200+ | N/A | N/A | Resrving all parking around Guthrie Green | Food trucks and amplified sound |
| 4/16/2025 | 6:30pm-8:30pm | Inspyral Circus Jam | 150+ | N/A | N/A | N/A | Amplified Sound |
| 4/17/2025 | 4pm-9:30pm | Movie Night | 250+ | N/A | N/A | Reserving all parking around Guthrie Green | Food trucks and amplified sound |
| 4/19/2025 | 7pm-10pm | Record Club | 100+ | N/A | N/A | Reserving all parking around Guthrie Green | Food trucks and amplified sound |
| 4/20/2025 | 7pm-10pm | Sunday Salsa | 100+ | N/A | N/A | N/A | Amplified Sound |
| 4/23/2025 | 11am-2pm | Food Truck Wednesday/Environmental Expo | 200+ | N/A | N/A | Resrving all parking around Guthrie Green | Food trucks and amplified sound |

| | | | | | | | |
|-----------|----------|----------------------|-------|-----|------|--|---------------------------------|
| 4/26/2025 | 6pm-10pm | Off The Cuff | 1500+ | 7am | 11pm | Closing Reconciliation Way. Reserving all parking around Guthrie Green | Food trucks and amplified sound |
| 4/30/2025 | 11am-2pm | Food Truck Wednesday | 200+ | N/A | N/A | Resrving all parking around Guthrie Green | Food trucks and amplified sound |
| | | | | | | | |

