



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: WLO Annual PLP Date(s) of Event: Friday, Sept. 5, 2025
Location Address: Start: 500 W 7th St Council District(s): 4
End: 400 W 7th St

Event Description: This is a private event hosted by Wirth Law Office. It is a social gathering intended to foster professional relationships and referrals within the local legal community. The event will include food truck(s), family-friendly entertainment such as inflatables and lawn games, and music. The purpose is to provide a relaxed atmosphere for networking among attorneys, legal staff, and affiliated professionals. The event will be supervised by staff to ensure safety and compliance with all applicable ordinances.

Event Category: Street/Block Party

Event Includes: Amplified Sound, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Sidewalk Closure, Private Property, Street Closure

Anticipated Attendance: Total: 300 Per Day: 300

Anticipated Participants: Total: 300 Per Day: 300

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Wirth Law Office Website: https://www.wirthlawoffice.com/

Chief Officer of Host Organization: Kristen Waller

Email and Phone: kris@wirthlawoffice.com 918-932-2800

Applicant Name: Cassandra Ortega Trejo

Email and Phone: cassandra@wirthlawoffice.com 918-932-2800

Professional Event Organizer:

Email and Phone:

On-site Contact: Kristen Waller Mobile: 918-605-6406

Billing Contact: Wirth Law Office Phone: 918-932-2800

Billing Address: 500 W 7TH ST S
Tulsa, OK 74119

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/05/2025 Time: 4:00 PM
Street Closure for Event Setup: Date: 09/05/2025 Time: 3:00 PM
Street(s) to be Closed for Event Setup: 7th St between Elwood Ave and Frisco Ave
Event Start: Date: 09/05/2025 Time: 5:00 PM
Street Closure for Event Start: Date: 09/05/2025 Time: 3:00 PM
Street(s) to be Closed for Event Start: 7th St between Elwood Ave and Frisco Ave
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 5:00 - 10:00 PM
Event End: Date: 09/05/2025 Time: 10:00 PM
Street Reopens after Event End: Date: 09/05/2025 Time: 11:00 PM
Event Teardown: Date: 09/05/2025 Time: 10:00 PM
Street Reopens after Event Teardown: Date: 09/05/2025 Time: 11:00 PM

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 4
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 2
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: No Contact, Email and Phone: N/A

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

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

Equipment Setup: Date: 09/05/2025 Time: 3:00 PM Equipment Pickup: Date: 09/05/2025 Time: 11:00 PM

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

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

Parking Type: Street, Paved Lot

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): Wirth Law Office

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

Drone: No

Portable Toilets: No Provider and Phone: ON-CALL SERVICES AND RENTALS, 918-813-5115

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

Equipment Setup: Date: 09/05/2025 Time: 3:00 PM

Equipment Pickup: Date: 09/05/2025 Time: 11:00 PM

Other Event Information: See Attachments.

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 1

Performer/Band name and music type: DJ, various types of music.

Sound Amplification: Yes

Start Time: 4:00 PM

Finish Time: 9:00 PM

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

DJ speakers, only in front of 500 W7th St

Sound checks conducted prior to the event: Yes

Start Time: 4:00 PM

Finish Time: 4:30 PM

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: At the conclusion of the block party event, employees of the host organization will be responsible for all cleanup activities. Staff will collect and properly dispose of all trash, recyclables, and any other waste in designated receptacles. They will conduct a walkthrough of the event area to ensure all litter is removed from streets, sidewalks, and adjacent properties. Any event equipment, signage, or barriers will be dismantled and removed promptly.

Number of Trash Receptacles: 5

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

If not presented, please explain:

No other businesses will be affected.

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

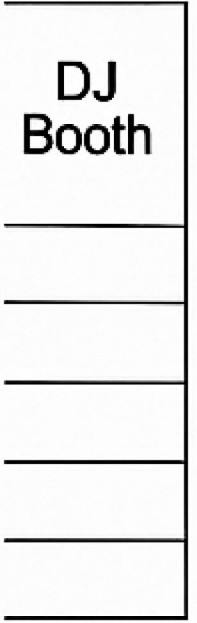
For City of Tulsa Special Events Committee Use Only

Date received: 07/11/2025 Date routed: 08/20/2025 Date for review: 08/27/2025
Special Events Committee Recommendation: *Email Review Yes No 08/21/2025
Date routed to Mayor: 08/21/2025 Mayor's Recommendation: Yes No _____
Date routed to Council: 08/21/2025 City Council Approval: Yes No _____
Date Permit Issued: _____ Comments: SEC meeting 08/27/2025. Mayor agenda
08/27/2025. City Council agenda 08/27/2025. TCP map pending 08/20/2025.





S FRISOOAVE


S SELWOODAVE

WEST 7th ST



Event Site Map

-  Type III Barricade
-  Road Closed Ahead
-  DJ Booth
-  Emergency Lane


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0 20 40
 Feet