



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Tulsa Farmers' Market

Date(s) of Event: Dec. 3, 10, 17, 2022

Location Address: 5 S LEWIS AVE E

Council District(s): 4

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

**Event Category:** Farmers/Outdoor Market

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

Anticipated Attendance: Total: 10500

Per Day: 3500

Anticipated Participants: Total: 90

Per Day: 30

Number of Events for Monthly Event: 3

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

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Host Organization: Tulsa Farmers' Market

Website: www.tulsafarmersmarket.org

Chief Officer of Host Organization: Kristin Hutto

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

Applicant Name: Tulsa Farmers' Market - Kristin Hutto

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

Professional Event Organizer: Same

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: 12/03/2022 Time: 6:30am  
Street Closure for Event Setup: Date: 12/03/2022 Time: 6:30am  
Street(s) to be Closed for Event Setup: See maps

**Event Start:** Date: 12/03/2022 Time: 8:30am  
Street Closure for Event Start: Date: 12/03/2022 Time: 6:30am  
Street(s) to be Closed for Event Start: Admiral Blvd from Lewis Ave to Atlanta Ave and Whittier Square parking lot  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 8:30am-12pm every Saturday

**Event End:** Date: 12/17/2022 Time: 12pm  
Street Reopens after Event End: Date: 12/17/2022 Time: 1pm  
**Event Teardown:** Date: 12/17/2022 Time: 12pm  
Street Reopens after Event Teardown: Date: 12/17/2022 Time: 1pm

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

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 20  
Number of Food Trucks: 1  
Food Cooked on-site: Yes Fuel(s) to be used: Electric  
Number of Item Vendors: 10 Number of Service Vendors: 0  
Number of Tents/Canopies: 30 10X10 Provider and Phone: Vendor Owned  
Number of Inflatables: 0 Provider and Phone: NA  
Number of Amusement Rides: 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: Contact, Email and Phone: NA

Medical and/or First Aid Services: Contact, Email and Phone: NA

Traffic Control Barricade Company: Contact, Email and Phone: NA

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

Crowd Management Fencing Company: 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): FarmBar, JTR Group, Renewal by Andersen, Boomerang Printing, Flash Flood Studios, OK AgCredit, Ascension, Barrow & Grimm, Sustainable Tulsa, Carradini Health

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:      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 information: NA

## **Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

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:

Describe hot air balloons, fire lanterns or similar devices used at event:

NA

Describe the use of any signs, banners, decorations, or special lighting used at event:

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: TFM vendors are required to clean up their booth space per TFM rules. Market staff conducts site checks prior to street reopening.

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 2

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

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

## **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 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

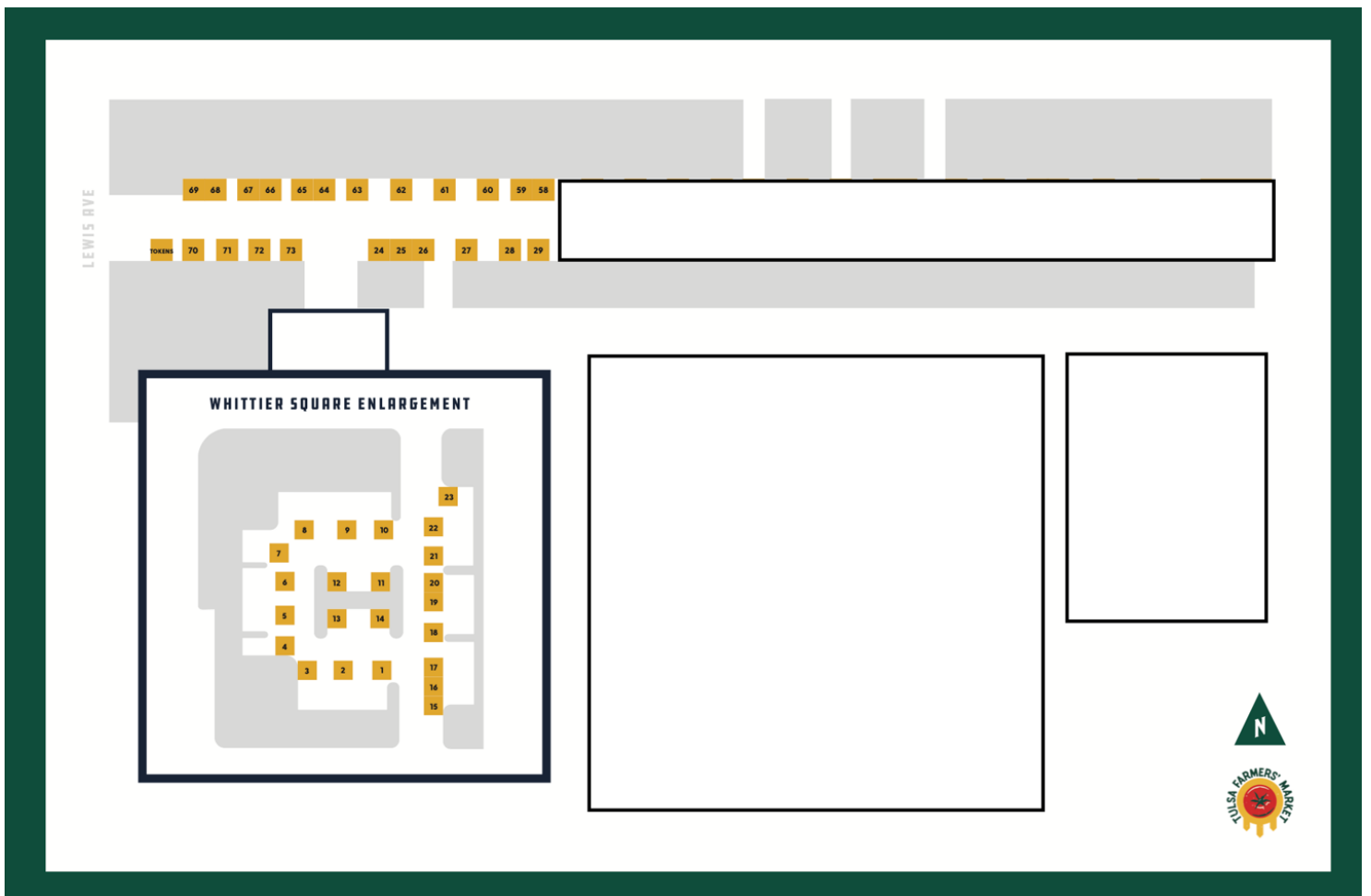
Date received: 11/08/2022 Date routed: 11/21/2022 Date for review: 11/30/2022


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: Form revised 11/21/2022.





**Date:** Nov 5 to Dec 17, 2022 **Project:** Tulsa Farmers' Market

**Comments:**  
 Road Closure: 6:30 a.m. to 1 p.m. Saturdays  
 Event Hours: 8:30 a.m. to Noon Saturdays  
 Parking Lanes not Shown | Drawing not to Scale  
 COT assumes no liability for accuracy or validity

