



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Guthrie Green December EventsDate(s) of Event: Dec. 2, 3, 2022Location Address: 111 E RECONCILIATION WAY NCouncil District(s): 4Event Description: See schedule**Event Category:** Festival/Celebration**Event Includes:** Amplified Sound, Generator/Electricity, Private Park, Public Right of Way, Food Sales, Merchandise Sales, No Parking Signage, Street ClosureAnticipated Attendance: Total: 1000Per Day: 500Anticipated Participants: Total: 20Per Day: 10Number of Events for Monthly Event: 2

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

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Host Organization: Guthrie GreenWebsite: www.guthriegreen.comChief Officer of Host Organization: Derek CombsEmail and Phone: derek@guthriegreen.com 918-671-9317Applicant Name: Guthrie Green - Derek CombsEmail and Phone: derek@guthriegreen.com 918-671-9317Professional Event Organizer: Same

Email and Phone:

On-site Contact: Derek CombsMobile: 918-671-9317Billing Contact: Guthrie GreenPhone: 918-671-9317Billing Address: 111 E Reconciliation Way  
Tulsa OK 74103

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

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**Event Setup:** Date: 12/02/2022 Time: 6pm

Street Closure for Event Setup: Date: 12/02/2022 Time: 7am

Street(s) to be Closed for Event Setup: See Schedule and Map

**Event Start:** Date: 12/02/2022 Time: 6pm

Street Closure for Event Start: Date: 12/02/2022 Time: 7am

Street(s) to be Closed for Event Start: Closing Reconciliation Way / Parking on West side of MLK Jr Blvd / 4 spots on East side of Boston Ave / 3 parallel spots on Cameron Ave

Run, Walk, Parade Start Time: NA

Daily Event Hours: See Schedule

**Event End:** Date: 12/03/2022 Time: 9pm

Street Reopens after Event End: Date: 12/04/2022 Time: 12am

**Event Teardown:** Date: 12/03/2022 Time: 10pm

Street Reopens after Event Teardown: Date: 12/04/2022 Time: 12am

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable

Number of Food Vendors: 0

Number of Food Trucks: 15

Food Cooked on-site: No Fuel(s) to be used:

Number of Item Vendors: 30 Number of Service Vendors: 0

Number of Tents/Canopies: 0 Provider and Phone: NA

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: Owl Nite (918) 793-7003

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: Parking Garage, Street, ADA parking available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

**Sponsor and Other Event Information**

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Event Sponsor(s): GGP Parks

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

Drone: No

Portable Toilets:    Provider and Phone: NA

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

Equipment Setup: Date:                      Time:

Equipment Pickup: Date:                      Time:

Other information: NA

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 0

Performer/Band name and music type: NA

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:

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: Janitorial/ Dumpster on site

Number of Trash Receptacles: 12

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: Berry Brothers Janitorial (620) 278-6005

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Business Assn

**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

