



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Guthrie Green November Events Date(s) of Event: November 3, 4, 12, 18, 19 2023

Location Address: Start: 200 N MLK Jr Blvd Council District(s): 1
End: 200 N Boston Ave

Event Description: See Schedule

Event Category: Concert/Performance

Event Includes: Amplified Sound, Generator/Electricity, Private Park, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Street Closure, Please see schedule attached.

Anticipated Attendance: Total: 2700 Per Day: 450

Anticipated Participants: Total: 60 Per Day: 10

Number of Events for Monthly Event: Yes 3

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Guthrie Green Website: https://guthriegreen.com/

Chief Officer of Host Organization: Derek Combs

Email and Phone: derek@guthriegreen.com 918-671-9317

Applicant Name: Derek Combs

Email and Phone: derek@guthriegreen.com 918-671-9317

Professional Event Organizer:

Email and Phone:

On-site Contact: Derek Combs Mobile: 918-671-9317

Billing Contact: Guthrie Green Phone: 918-671-9317

Billing Address: 111 E Reconciliation Way
Tulsa, OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>11/03/2023</u>	Time: <u>6pm</u>
Street Closure for Event Setup:	Date: <u>11/03/2023</u>	Time: <u>6am</u>
Street(s) to be Closed for Event Setup:	<u>Reconciliation Way between MLK Jr Blvd and Boston Ave</u>	
Event Start:	Date: <u>11/03/2023</u>	Time: <u>6pm</u>
Street Closure for Event Start:	Date: <u>11/03/2023</u>	Time: <u>6am</u>
Street(s) to be Closed for Event Start:	<u>Reconciliation Way between MLK Jr Blvd and Boston Ave</u>	
Run, Walk, Parade Start Time:	<u>NA</u>	
Daily Event Hours:	<u>See Schedule</u>	
Event End:	Date: <u>11/12/2023</u>	Time: <u>2pm</u>
Street Reopens after Event End:	Date: <u>11/12/2023</u>	Time: <u>2pm</u>
Event Teardown:	Date: <u>11/12/2023</u>	Time: <u>2pm</u>
Street Reopens after Event Teardown:	Date: <u>11/12/2023</u>	Time: <u>2pm</u>

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>	
Number of Food Vendors:	<u>0</u>	
Number of Food Trucks:	<u>5</u>	
Food Cooked on-site:	<u>No</u>	Fuel(s) to be used:
Number of Item Vendors:	<u>30</u>	Number of Service Vendors: <u>0</u>
Number & Sizes of Tents:	<u>30 10x10 tents</u>	Provider and Phone: <u>ABCO Rentals (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>NA</u>	

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

Security and/or Police: Yes Contact, Email and Phone: Owl Nite Security (918) 793-7003

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

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

Equipment Setup: Date: 11/03/2023 Time: 7am Equipment Pickup: Date: 11/12/2023 Time: 2pm

Crowd Management Fencing Company: No Contact, Email and Phone: NA

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: NA

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: 11/03/2023 Time: 9am

Equipment Pickup: Date: 11/04/2023 Time: 11pm

Other Event Information: See Schedule. Traffic control equipment will be removed after each event.
On 11/3 – Art Market After Dark will reserve all 15 parking spaces on the east side of Boston Ave between Reconciliation Way and Cameron St.

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: Yes

Start Time: Varies

Finish Time: Varies

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

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Dumpster on site. Janitorial service on site.

Number of Trash Receptacles: 12

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: Berry Brothers (620) 278-6005

Presented Event Concept to:

Business Assn

If not presented, please explain:

NA

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: 10/1 /2023 Date routed: 10/2 /2023 Date for review: 11/01/2023

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: C eeting 11/01/2023. ayor agenda
11/01/2023. City Council agenda 11/01/2023. Application revised (parking) 10/24/2023.

Guthrie Green Events - November 2023							
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
11/3/2023	6p-10p	Art Market After Dark	500+	7am	11pm	Closing Reconciliation Way. All parking on West side of MLK Jr. Blvd.	Food trucks, possible vendors and amplified sound
11/4/2023	6p-10p	Dreamland Festival	500+	7am	11pm	Closing Reconciliation Way. All parking on West side of MLK Jr. Blvd.	Food trucks, possible vendors and amplified sound
11/12/2023	6a-2p	HDSA Run	500+	6am	2pm	Closing Reconciliation Way.	N/A
11/18/2023-11/19/2023		Route 66	500+			Closing Reconciliation Way	



Date: Varies 2023 **Project:** Reconciliation Way Closure
Comments:
Road Closure | 7 a.m. to 10 p.m. (Subject to Change)
Event Hours | Varies each event (See Schedule)
Parking/Bike Lanes not Shown | Drawing not to Scale
COT assumes no liability for accuracy or validity



Public Parking @ the
Parking Garage located @
1st Street & Main Street.

