



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

---

Name of Event: February First FridayDate(s) of Event: February 7, 2025Location Address: Start: 117 N Botson Ave.  
End: 117 N Botson Ave.Council District(s): 1Event Description: Reserving parking outside of Fly Loft for Food Truck as well as Boston Ave around Guthrie Green for our vendors. Event will be held inside Fly Loft.Event Category: Street, Lane, or Sidewalk ClosureEvent Includes: Generator/Electricity, Private Park, Public Right of Way, Food Sales, Merchandise Sales, No Parking Signage, Reserving parkingAnticipated Attendance: Total: 300Per Day: 300Anticipated Participants: Total: 15Per Day: 15Number of Events for Monthly Event: No

### 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: 02/07/2025 Time: 7am  
Street Closure for Event Setup: Date: 02/07/2025 Time: 7am  
Street(s) to be Closed for Event Setup: N/A - Only reserving parking. 3 spots in front of Fly Loft for Food Truck. All of the East side Boston Ave around Guthrie Green.

**Event Start:** Date: 02/07/2025 Time: 6pm  
Street Closure for Event Start: Date: 02/07/2025 Time: 7am  
Street(s) to be Closed for Event Start: N/A - Only reserving parking. 3 spots in front of Fly Loft for Food Truck. All of the East side Boston Ave around Guthrie Green.

Run, Walk, Parade Start Time: N/A  
Daily Event Hours: N/A

**Event End:** Date: 02/07/2025 Time: 9pm  
Street Reopens after Event End: Date: 02/07/2025 Time: 9pm

**Event Teardown:** Date: 02/07/2025 Time: 9pm  
Street Reopens after Event Teardown: Date: 02/07/2025 Time: 9pm

## ***Secondary Permits Required***

---

Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 1  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 15 Number of Service Vendors: 0  
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: Yes Contact, Email and Phone: Owl Nite (918) 794-7003, apauley@owlnitesecurity.com

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

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

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

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: No Provider and Phone: N/A

Total Number of Portable Toilets: 0                      Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date:                      Time:

Equipment Pickup: Date:                      Time:

Other Event Information: See Attachment

## **Entertainment and Related Activities**

---

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time: N/A

Finish Time: N/A

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

N/A

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/Dumpster 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: 01/18/2025      Date routed: 01/21/2025      Date for review: 01/29/2025

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: SEC meeting 01/22/2025.

---

---

