



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### ***Summary of Event***

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Name of Event: Guthrie Green May Events Date(s) of Event: May 2, 7, 14, 17, 21, 28, 2025

Location Address: Start: 111 E Reconciliation Way Council District(s): 1  
End: 111 E Reconciliation Way

Event Description: See Schedule (Subject to Change)

**Event Category:** Concert/Performance

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

Anticipated Attendance: Total: 3300 Per Day: 300

Anticipated Participants: Total: 11 Per Day: 10

Number of Events for Monthly Event: Yes 10

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

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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: Lindsey Goff

Email and Phone: lindsey@guthriegreen.com 918-591-2455

Professional Event Organizer:

Email and Phone:

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

Billing Contact: Lindsey Goff Phone: 918-591-2455

Billing Address: 111 E RECONCILIATION WAY N  
Tulsa, OK 74103

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

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|   |                         |                  |
|---|-------------------------|------------------|
| <b>Event Setup:</b>                     | Date: <u>05/02/2025</u> | Time: <u>8am</u> |
| Street Closure for Event Setup:         | Date:                   | Time:            |
| Street(s) to be Closed for Event Setup: | <u>N/A</u>              |                  |
| <b>Event Start:</b>                     | Date: <u>05/02/2025</u> | Time: <u>7pm</u> |
| Street Closure for Event Start:         | Date:                   | Time:            |
| Street(s) to be Closed for Event Start: | <u>N/A</u>              |                  |
| Run, Walk, Parade Start Time:           | <u>N/A</u>              |                  |
| Daily Event Hours:                      | <u>See Schedule</u>     |                  |
| <b>Event End:</b>                       | Date: <u>05/28/2025</u> | Time: <u>2pm</u> |
| Street Reopens after Event End:         | Date:                   | Time:            |
| <b>Event Teardown:</b>                  | Date: <u>05/28/2025</u> | Time: <u>2pm</u> |
| Street Reopens after Event Teardown:    | Date:                   | Time:            |

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

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|   |                       |                                     |
|---|-----------------------|-------------------------------------|
| Beer Sales, Alcohol Sales:                                | <u>Not Applicable</u> |                                     |
| Number of Food Vendors:                                   | <u>0</u>              |                                     |
| Number of Food Trucks:                                    | <u>15</u>             |                                     |
| Food Cooked on-site:                                      | <u>No</u>             | Fuel(s) to be used:                 |
| Number of Item Vendors:                                   | <u>25</u>             | Number of Service Vendors: <u>0</u> |
| Number & Sizes of Tents:                                  | <u>0</u>              | Provider and Phone: <u>N/A</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>N/A</u>            |                                     |

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

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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**

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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: Number of ADA Accessible Portable Toilets:

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other Event Information: See Attachments. Mayfest, May 9 - 11, 2025

## **Entertainment and Related Activities**

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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: 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**

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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 (620) 278-6005

Presented Event Concept to:

Business Assn

If not presented, please explain:

N/A

## **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 of third parties that are based upon injuries sustained at, or in conjunction with this Event.

Initials: On File

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**For City of Tulsa Special Events Committee Use Only**

Date received: 04/17/2025      Date routed: 04/24/2025      Date for review: 04/30/2025

Special Events Committee Recommendation: \*Email Review      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 05/07/2025. Monthly App.

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| Guthrie Green Events - May 2025 |               |                                   |                      |               |             |  |                                 |
|---------------------------------|---------------|-----------------------------------|----------------------|---------------|-------------|--|---------------------------------|
| 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               |
| 5/2/2025                        | 7pm-10pm      | First Friday - Inspyr Fire Circus | 1000+                | N/A           | N/A         | Resrving all parking around Guthrie Green  | Food trucks and amplified sound |
| 5/4/2025                        | 7pm-10pm      | Sunday Salsa                      | 100+                 | N/A           | N/A         | N/A  | Amplified Sound                 |
| 5/7/2025                        | 11am-2pm      | Food Truck Wednesday              | 200+                 | N/A           | N/A         | Resrving all parking around Guthrie Green  | Food trucks and amplified sound |
| 5/7/2025                        | 6:30pm-8:30pm | Inspyr Circus Jam                 | 150+                 | N/A           | N/A         | N/A  | Amplified Sound                 |
| 5/9-5/11                        |               | Mayfest                           |                      |               |             |  |                                 |
| 5/14/2025                       | 11am-2pm      | Food Truck Wednesday              | 200+                 | N/A           | N/A         | Resrving all parking around Guthrie Green  | Food trucks and amplified sound |
| 5/17/2025                       | 7pm-10pm      | Record Club                       | 100+                 | N/A           | N/A         | Reserving all parking around Guthrie Green | Food trucks and amplified sound |
| 5/18/2025                       | 7pm-10pm      | Sunday Salsa                      | 100+                 | N/A           | N/A         | N/A  | Amplified Sound                 |
| 5/21/2025                       | 11am-2pm      | Food Truck Wednesday              | 200+                 | N/A           | N/A         | Resrving all parking around Guthrie Green  | Food trucks and amplified sound |
| 5/21/2025                       | 6:30pm-8:30pm | Inspyr Circus Jam                 | 150+                 | N/A           | N/A         | N/A  | Amplified Sound                 |
| 5/28/2025                       | 11am-2pm      | Food Truck Wednesday              | 200+                 | N/A           | N/A         | Resrving all parking around Guthrie Green  | Food trucks and amplified sound |