



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

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

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Name of Event: Downtown Midweek MarketDate(s) of Event: July 2, 9, 16, 23, 30, 2025Location Address: Start: 600 S Main Street  
End: 600 S Boston AveCouncil District(s): 4Event Description: Downtown fresh food market with live music and various vendors.**Event Category:** Farmers/Outdoor Market**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Public Park, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Street ClosureAnticipated Attendance: Total: 500Per Day: 100Anticipated Participants: Total: 50Per Day: 10

Number of Events for Monthly Event: Yes - 5

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

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Host Organization: Downtown Tulsa Partnership  
(918) 671-2708Website: <https://downtowntulsa.com/>Chief Officer of Host Organization: Brian KurtzEmail and Phone: [bkurtz@cityoftulsa.org](mailto:bkurtz@cityoftulsa.org) 918-732-9353Applicant Name: Cassie WilliamsEmail and Phone: [cassie@downtowntulsa.com](mailto:cassie@downtowntulsa.com) 405-513-1751

Professional Event Organizer:

Email and Phone:

On-site Contact: Kassidy WickershamMobile: 405-850-0017Billing Contact: Downtown Tulsa PartnershipPhone: 405-513-1751Billing Address: 321 S BOSTON AVE E  
Tulsa, OK 74103

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

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**Event Setup:** Date: 07/02/2025 Time: 12:00 PM  
Street Closure for Event Setup: Date: 07/02/2025 Time: 2:00 PM  
Street(s) to be Closed for Event Setup: Eastbound lane of 6th St from Main St to Boston Ave every Wednesday

**Event Start:** Date: 07/02/2025 Time: 4:30 PM  
Street Closure for Event Start: Date: 07/02/2025 Time: 2:00 PM  
Street(s) to be Closed for Event Start: Eastbound lane of 6th St from Main St to Boston Ave every Wednesday

Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 4:30 - 7:30PM every Wednesday

**Event End:** Date: 07/30/2025 Time: 7:30 PM  
Street Reopens after Event End: Date: 07/30/2025 Time: 8:00 PM

**Event Teardown:** Date: 07/30/2025 Time: 7:30 PM  
Street Reopens after Event Teardown: Date: 07/30/2025 Time: 8:00 PM

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable

Number of Food Vendors: 3

Number of Food Trucks: 3

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

Number of Item Vendors: 15 Number of Service Vendors: 0

Number & Sizes of Tents: 15 - 10"x10" Tents Provider and Phone: Vendor owned. Spaced per TFD guidelines

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**

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Security and/or Police: No Contact, Email and Phone: N/A

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

Traffic Control Barricade Company: No Contact, Email and Phone: DTP owns required barricades and signage

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: Street, 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): N/A

Park: No Name of Park and Location: N/A

Drone: No

Portable Toilets: Yes Provider and Phone: On Call Rentals (918) 397-7787

Total Number of Portable Toilets: 1 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 07/01/2025 Time: 4:00 PM

Equipment Pickup: Date: 07/30/2025 Time: 8:00 PM

Other Event Information: See attachments for lane closure and reserved parking spaces standards.

## **Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 1

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 5:30 PM

Finish Time: 7:30 PM

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

Microphone and speaker

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: Vendors will clean up after themselves with the help of Downtown Tulsa Ambassadors

Number of Trash Receptacles: 4

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, Neighborhood Assn, Business Assn, Businesses

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: 06/02/2025      Date routed: 06/17/2025      Date for review: 06/25/2025

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 06/18/2025. Mayor agenda  
06/25/2025. City Council agenda 06/25/2025. Monthly details missing on application.

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Comments:
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Lane Closure: 2 to 8:30 p.m. every Wednesday  
Market Hours: 4:30 to 7:30 p.m. every Wednesday  
6th St Reserve Parking: 11 a.m. - 8:30 p.m. every Wednesday  
Main St Reserve Parking: Noon - 8:30 p.m. every Wednesday  
Boston Ave Reserve Parking: Noon - 8:30 p.m. every Wednesday  
Provider or Organizer should comply with MUTDC/COT  
Signage, Barricades, Spacing, and Distance Guidelines.  
Parking Lanes not Shown | Drawing not to Scale  
COT assumes no liability for accuracy or validity.

