



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Guthrie Green December EventsDate(s) of Event: December 5 - 6, 2025Location Address: Start: 111 E Reconciliation Way  
End: 211 E Reconciliation WayCouncil District(s): 1Event Description: See Schedule**Event Category:** Concert/Performance**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Private Park, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Street ClosureAnticipated Attendance: Total: 2000Per Day: 500Anticipated Participants: Total: 60Per Day: 30Number of Events for Monthly Event: Yes 2

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

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Host Organization: Guthrie GreenWebsite: <https://guthriegreen.com/>Chief Officer of Host Organization: Lindsey GoffEmail and Phone: [lindsey@guthriegreen.com](mailto:lindsey@guthriegreen.com) 918-591-2455Applicant Name: Lindsey GoffEmail and Phone: [lindsey@guthriegreen.com](mailto:lindsey@guthriegreen.com) 918-591-2455

Professional Event Organizer:

Email and Phone:

On-site Contact: Lindsey GoffMobile: 918-591-2455Billing Contact: Lindsey GoffPhone: 918-591-2455Billing 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>12/05/2025</u>	Time: <u>7am</u>
Street Closure for Event Setup:	Date: <u>12/05/2025</u>	Time: <u>7am</u>
Street(s) to be Closed for Event Setup:	<u>Reconciliation Way between Boston Ave and MLK Jr Blvd</u>	
<b>Event Start:</b>	Date: <u>12/05/2025</u>	Time: <u>6pm</u>
Street Closure for Event Start:	Date: <u>12/05/2025</u>	Time: <u>7am</u>
Street(s) to be Closed for Event Start:	<u>Reconciliation Way between Boston Ave and MLK Jr Blvd</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>See Schedule</u>	
<b>Event End:</b>	Date: <u>12/06/2025</u>	Time: <u>8pm</u>
Street Reopens after Event End:	Date: <u>12/06/2025</u>	Time: <u>9pm</u>
<b>Event Teardown:</b>	Date: <u>12/06/2025</u>	Time: <u>8pm</u>
Street Reopens after Event Teardown:	Date: <u>12/06/2025</u>	Time: <u>9pm</u>

### ***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>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:
Number & Sizes of Tents:	<u>8 - 20x20</u>	Provider and Phone:
Number of Inflatables:	<u>Yes</u> <u>1</u>	<u>ABCO Party Rentals, 918-583-6557</u>
Number of Amusement Rides:	<u>No</u> <u>0</u>	Provider and Phone:
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>	<u>TBD</u>
Provider and Phone:	<u>N/A</u>	<u>NA</u>

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

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Security and/or Police: Yes Contact, Email and Phone: 918 Security, 918-947-9118

Medical and/or First Aid Services: Yes Contact, Email and Phone: TFD, 918-443-0367, jlemery@cityoftulsa.org

Traffic Control Barricade Company: Yes Contact, Email and Phone: RoadSafe Traffic Systems, 918-425-4550, bholder@roadsafetraffic.com

Equipment Setup: Date: 12/05/2025 Time: 7am Equipment Pickup: Date: 12/06/2025 Time: 9pm

Crowd Management Fencing Company: Yes Contact, Email and Phone: AYS, 918-272-0568

Equipment Setup: Date: 12/04/2025 Time: 10am Equipment Pickup: Date: 12/06/2025 Time: 9pm

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: Yes Provider and Phone: AYS, 918-272-0568

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 12/04/2025 Time: 10am

Equipment Pickup: Date: 12/06/2025 Time: 9pm

Other Event Information: See Attachments. Dates and times are subject to change.

## **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  
620-278-6005

Number of Trash Receptacles: 12

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: Berry Brothers Janitorial Services, 918-295-0080

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: 11/24/2025      Date routed: 12/04/2025      Date for review: Email Review

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 12/03/2025.

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Guthrie Green Events - October 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
12/5/2025	6pm-9pm	Glow on the Green	500+	7am		Closing Reconciliation Way. Reserving all parking around Guthrie Green	Food trucks and amplified sound
12/6/2025	5pm-8pm	Art in the Park	500+		9pm	Closing Reconciliation Way. Reserving all parking around Guthrie Green	Food trucks and amplified sound

