



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

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

---

Name of Event: Downtown Midweek Market

Date(s) of Event: April 15, 22, 29, 2026

Location Address: Start: 415 E. 2nd St.  
End: 415 E. 2nd St.

Council District(s): 1

Event Description: Downtown fresh food market with live music and various vendors.

**Event Category:** Farmers/Outdoor Market

**Event Includes:** Amplified Sound, Tent/Canopy, Live Entertainment, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 400

Per Day: 130

Anticipated Participants: Total: 60

Per Day: 20

Number of Events for Monthly Event: Yes 3

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

---

Host Organization: Downtown Tulsa Partnership

Website: <https://downtowntulsa.com/>

Chief Officer of Host Organization: Emily Scott

Email and Phone: emily@downtowntulsa.com 843-345-8754

Applicant Name: Cassie Williams

Email and Phone: cassie@downtowntulsa.com 405-513-1751

Professional Event Organizer:

Email and Phone:

On-site Contact: Cassie Williams

Mobile: 405-513-1751

Billing Contact: Downtown Tulsa Partnership

Phone: 405-513-1751

Billing Address: 321 S BOSTON AVE E  
Tulsa, OK 74103

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

---

**Event Setup:** Date: 04/15/2026 Time: 2:00 PM  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: N/A - Private Property  
**Event Start:** Date: 04/15/2026 Time: 4:30 PM  
Street Closure for Event Start: Date: Time:  
Street(s) to be Closed for Event Start: N/A - Private Property  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 4:30 - 7:30 PM every Wednesday  
**Event End:** Date: 04/29/2026 Time: 7:30 PM  
Street Reopens after Event End: Date: Time:  
**Event Teardown:** Date: 04/29/2026 Time: 7:30 PM  
Street Reopens after Event Teardown: Date: Time:

## ***Secondary Permits Required***

---

Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 5  
Number of Food Trucks: 0  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 15 Number of Service Vendors: 0  
Number & Sizes of Tents: 15 - 10"x10" Tents Provider and Phone: Vendor Owned - Tents spaced per TFD guidelines (12 feet separation between every 400 square feet of tent (e.g., 20X20) or groups of tents (e.g., 4 - 10X10). 10x10 tents not separated by 12 feet are considered as a group.  
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: 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: 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

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

## **Sponsor and Other Event Information**

---

Event Sponsor(s): McNellies Group

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

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(s). Due to weather, timelines for activities (including relocation, if necessary) are subject to change.

**Entertainment and Related Activities**

---

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**

---

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, Businesses

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: 03/11/2026      Date routed: 03/20/2026      Date for review: 03/25/2026

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 03/25/2026.

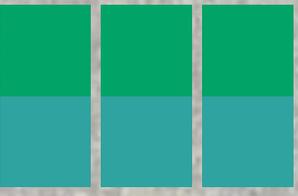
---

---

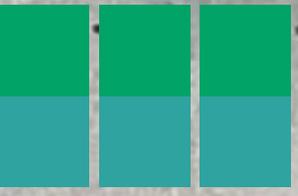


**ENTERTAINER**

**TABLES & CHAIRS**



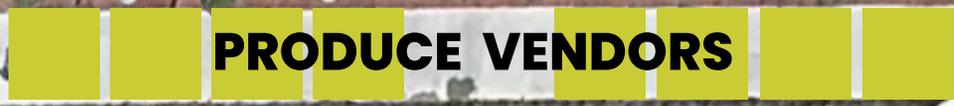
**VENDORS**



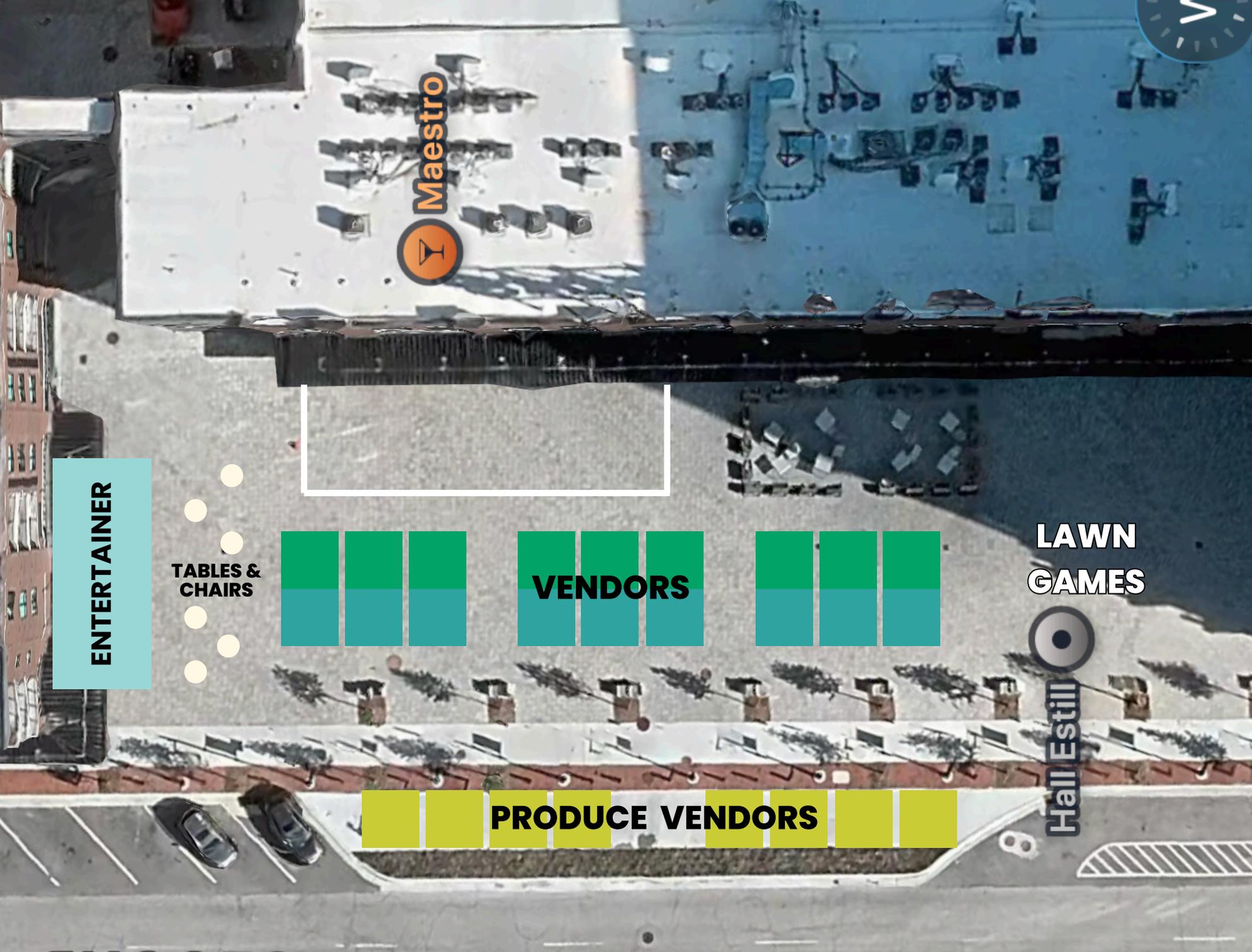
**LAWN GAMES**



**Hall Estill**



**PRODUCE VENDORS**



McNellie's



**PAID  
PARKING**

**E FIRST ST**

**FREE  
PARKING**

**S GREENWOOD AVE**

**S ELGIN AVE**

**MARKET**

**Santa Fe Square  
Apartments**

**STREET PARKING FREE AFTER 5 PM**

Whiskey 918

