



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Oklahoma Pottery MarketDate(s) of Event: Saturday, May 2, 2026Location Address: Start: 409 E 8th St
End: 409 E 8th StCouncil District(s): 4Event Description: It is a market for vendors to sell their pottery.**Event Category:** Farmers/Outdoor Market**Event Includes:** Tent/Canopy, Merchandise Sales, Private PropertyAnticipated Attendance: Total: 200Per Day: 200Anticipated Participants: Total: 200Per Day: 200

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Ruby Clay CompanyWebsite: rubyclaycompany.comChief Officer of Host Organization: Maddie SchmidtEmail and Phone: maddie@rubyclaycompany.com 918-551-6664Applicant Name: Maddie SchmidtEmail and Phone: maddie@rubyclaycompany.com 918-551-6664

Professional Event Organizer:

Email and Phone:

On-site Contact: Maddie SchmidtMobile: 918-346-7192Billing Contact: Ruby Clay CompanyPhone: 918-551-6664Billing Address: 409 E 8TH ST S
Tulsa, OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/02/2026 Time: 9am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A - Parking Lot
Event Start: Date: 05/02/2026 Time: 11am
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: N/A - Parking Lot
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 11am-5pm
Event End: Date: 05/02/2026 Time: 5pm
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 05/02/2026 Time: 6pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 12 Number of Service Vendors: 0
Number & Sizes of Tents: 12 - 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: Street

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): Oklahoma Pottery Market
Ruby Clay Company

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: 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: We will pack and clean everything up once the market has ended.

Number of Trash Receptacles: 1

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

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: 04/17/2026 Date for review: 03/22/2026

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 04/17/2026. Site map
revised 04/17/2026.



S Elgin Ave

Life Rev...

Signal Factory

Ruby Clay Company

E 8th St

E 8th St

Google Maps

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