



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Tulsa Brunch Festival

Date(s) of Event: Saturday, May 30, 2026

Location Address: Start: 1000 S Cincinnati Ave  
End: 1100 S Cincinnati Ave

Council District(s): 4

Event Description: Tulsa Brunch Festival is an outdoor public festival celebrating brunch, local culture, and Route 66 Centennial activities. The event will feature brunch and beverage vendors, food trucks, live music and entertainment, local retail vendors, sponsor activations, seating and lounge areas, and a controlled VIP hospitality area. Temporary event infrastructure may include tents, fencing, barricades, generators or temporary power, signage, portable restrooms, and staffed check-in areas. Any alcohol service will be limited to properly permitted areas, and all event operations will follow applicable City of Tulsa permit, safety, health, traffic, and vendor requirements.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Open Flame, Live Entertainment, Food Sales, Merchandise Sales, Private Property, Street Closure

Anticipated Attendance: Total: 10000

Per Day: 10000

Anticipated Participants: Total: 8000

Per Day: 8000

Number of Events for Monthly Event: No

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

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Host Organization: Route 66 Green Book Project Website: www.route66greenbookproject.org

Chief Officer of Host Organization: Cassandra Smith

Email and Phone: cassandra.smith0112@gmail.com 918-934-6230

Applicant Name: Cassandra Smith

Email and Phone: cassandra.smith0112@gmail.com 918-934-6230

Professional Event Organizer:

Email and Phone:

On-site Contact: Cassandra Smith

Mobile: 918-934-6230

Billing Contact: Route 66 Green Book Project

Phone: 918-934-6230

Billing Address: 907 S DETROIT AVE E  
Tulsa, OK 74120

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

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**Event Setup:** Date: 05/29/2026 Time: 12:00PM  
Street Closure for Event Setup: Date: 05/30/2026 Time: 5:00AM  
Street(s) to be Closed for Event Setup: S Cincinnati Ave between E 10th St and E 11th St by parade TPD Special Events Unit only. For pedestrian crossing only. No venue equipment or vendors on street.

**Event Start:** Date: 05/30/2026 Time: 7:00 AM  
Street Closure for Event Start: Date: 05/30/2026 Time: 5:00AM  
Street(s) to be Closed for Event Start: S Cincinnati Ave between E 10th St and E 11th St by parade TPD Special Events Unit only. For pedestrian crossing only. No venue equipment or vendors on street.

Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 7:00 AM-3:00PM

**Event End:** Date: 05/30/2026 Time: 3:00 PM  
Street Reopens after Event End: Date: 05/30/2026 Time: 5:00PM

**Event Teardown:** Date: 05/30/2026 Time: 3:30PM  
Street Reopens after Event Teardown: Date: 05/30/2026 Time: 5:00PM

## **Secondary Permits Required**

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Beer Sales, Alcohol Sales: Free Beer, Free Alcohol (Spirits), Wine Sales, Alcohol (Spirits) Sales, Beer Sales  
Number of Food Vendors: 15  
Number of Food Trucks: 6  
Food Cooked on-site: Yes Fuel(s) to be used: Charcoal, Electric, Wood  
Number of Item Vendors: 16 Number of Service Vendors: 10  
Number & Sizes of Tents: 1 - 20x40, 30 - 10x10 Provider and Phone: Party Pro Rents, 918-622-8102  
Number of Inflatables: Yes 4 Provider and Phone: Elite Inflatables, 918-292-8792  
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: Yes Contact, Email and Phone: Rashid Lowe, coachlowe24@gmail.com, 918-845-2856

Medical and/or First Aid Services: Yes Contact, Email and Phone: Robert Brown | Captain/Paramedic, Tulsa Fire Department, T: (918) 596-9200, C: (918) 340-4592, E: Robertbrown@cityoftulsa.org

Traffic Control Barricade Company: Yes Contact, Email and Phone: Direct Traffic Control, Inc., 918-836-0666, dtci@directtrafficcontrol.com.

Equipment Setup: Date: 05/30/2026 Time: 5:00AM Equipment Pickup: Date: 05/30/2026 Time: 5:00PM

Crowd Management Fencing Company: No Contact, Email and Phone: Temporary Fence Rental, 918-203-9533, info@rentnational.com.

Equipment Setup: Date: 05/30/2026 Time: 5:00AM Equipment Pickup: Date: 05/30/2026 Time:

Parking Type: Street, ADA parking available, Paved Lot

Transportation Service: Shuttle Service, Valet Service, Ride Share

Transportation Service: Contact, Email and Phone: Uber, Lyft, Royal Valet, 918-935-6070

## **Sponsor and Other Event Information**

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Event Sponsor(s): Route 66 Green Book Project

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

Drone: Yes

Portable Toilets: Yes Provider and Phone: Porta Potty Rentals of Tulsa, 757-832-8616

Total Number of Portable Toilets: 14 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 05/29/2026 Time: 3:00 PM

Equipment Pickup: Date: 05/30/2026 Time: 5:00PM

Other Event Information: See attachment(s). Due to weather or road construction, the timelines for activities and closures (including relocation, if necessary) are subject to change. Capital Cruise parade is paying and providing 14 porta restrooms and 2 ADA, including hand washing stations. Event organizer separately providing VIP restrooms for the main stage area. Also, Capital Cruise parade is paying for two (2) TPD Special Events Unit officers to close Cincinnati Ave between 10th St and 11th St for pedestrian crossing only. No venue equipment or vendors on street.

## **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 3

Performer/Band name and music type: 2- DJS and 1 Band

Sound Amplification: Yes

Start Time: 7:00AM

Finish Time: 4:00PM

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

### Microphones

Microphones capture voices or instruments and convert sound into an electrical signal.

Common types include handheld microphones for announcements, lapel or headset microphones for presenters, and instrument microphones for live bands.

### Mixing console or sound board

This is the control center. A sound technician uses it to adjust volume levels, tone, balance, and effects for each microphone or music source. It ensures everything sounds clean and even.

### Speakers or PA system

Speakers project the sound to the audience.

Main speakers face the crowd.

Monitor speakers face the stage so performers can hear themselves.

Large outdoor festivals often use line array speaker systems for wide coverage.

### Amplifiers

Amplifiers boost the audio signal so speakers can produce enough volume for large spaces or outdoor crowds.

### Audio sources

These are devices that provide sound into the system. Examples include laptops for playlists, DJ controllers, instruments, wireless music players, or presentation devices.

### Cables and signal equipment

Audio cables, power cables, wireless transmitters, and receivers connect all components together. Proper cabling is critical for safety and sound quality.

### Stands and rigging

Microphone stands, speaker stands, truss systems, and stage mounts position equipment correctly for best sound coverage and audience safety.

### Power distribution

Events often require generators, power drops, or distribution boxes to safely run all sound equipment without interruption.

### Sound technician or audio engineer

A trained operator manages setup, sound check, live adjustments, and troubleshooting during the event.

Sound checks conducted prior to the event: Yes

Start Time: 6:30AM

Finish Time: 7:00AM

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: Yes Describe:

### Event signage

Directional and informational signs will be placed throughout the festival site to help guests easily navigate the event. These include entrance signs, ticket check-in signs, VIP lounge signs, Kids Zone signs, restroom signs, vendor area signs, and safety or emergency information signage. Signs will be professionally printed on foam board, coroplast, or vinyl and mounted on easels, stakes, or temporary frames.

### Sponsor and promotional banners

Branded banners will be installed at key high-visibility locations such as the main entrance arch, stage backdrop, VIP lounge entrance, beverage areas, and along perimeter fencing or barricades. These banners will feature festival branding, Route 66 Centennial messaging, and recognition of presenting and supporting sponsors. Banners will be made of weather-resistant vinyl and securely fastened to temporary structures, truss systems, tents, or barricades.

### Vendor identification signage

Each participating food vendor, partner activation, and sponsor booth will display branded signage or a banner identifying their business. Vendor signs may include menu boards, pricing signs, and logo banners attached to tents or display setups.

### Decorative elements and themed décor

Decorations will be used to create a vibrant, welcoming brunch-festival atmosphere consistent with a Route 66 and mid-century modern theme. Decorative items may include themed table linens, floral arrangements, branded table décor, colorful flags or pennants, balloon clusters, photo-op backdrops, lounge furniture accents, and temporary aesthetic enhancements to tents and seating areas.

### Stage and entertainment décor

The performance stage will include decorative skirting, branded backdrop banners, lighting accents, and sponsor recognition signage to enhance visibility and presentation quality for live entertainment and announcements.

## ***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: Pre-event preparation

Waste management stations including trash cans, recycling containers, and liner bags will be placed throughout the festival grounds prior to event opening. Vendors will be instructed to maintain clean booth areas and properly dispose of waste during event operations.

During event operations

Designated staff and volunteers will conduct ongoing litter control and waste monitoring throughout the event. Trash receptacles will be serviced regularly to prevent overflow. Food vendors will be responsible for maintaining sanitary conditions within their assigned spaces and for managing grease, food waste, and packaging in accordance with health department requirements.

Post-event cleanup

Immediately following the conclusion of the festival, a coordinated cleanup team will begin full site restoration. Activities will include collection and removal of all trash and recycling, breakdown and removal of tents, tables, chairs, staging, signage, banners, decorations, fencing, and temporary structures. All vendor equipment and materials will be required to be removed within the designated load-out timeframe.

Waste disposal

All collected waste will be transported to approved disposal or recycling facilities by contracted waste service providers or designated event staff. Any grease or liquid waste generated by food vendors must be removed from the site by the vendor and may not be disposed of in storm drains or public waste containers.

Final site inspection

Event management will conduct a final walkthrough of the site with venue or City representatives if required to confirm that streets, sidewalks, green space, and adjacent areas are free of debris and damage. Any necessary final sweeping or spot cleaning will be completed before the site is officially released.

Number of Trash Receptacles: 50      Number of Dumpsters: 2      Number of Recycling Containers: 20

Cleanup Service: Yes Provider and Phone: Event Cleanup Service, 855-938-3514

Presented Event Concept to:

Residents, Schools, Neighborhood Assn, Business Assn, Businesses, Places of Worship, The Tulsa Brunch Festival event concept has been introduced or discussed with the following businesses, organizations, and community stakeholders as part of outreach, partnership development, and neighborhood coordination efforts.

If not presented, please explain:

***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: 03/20/2026      Date routed: 04/20/2026      Date for review: 05/06/2026

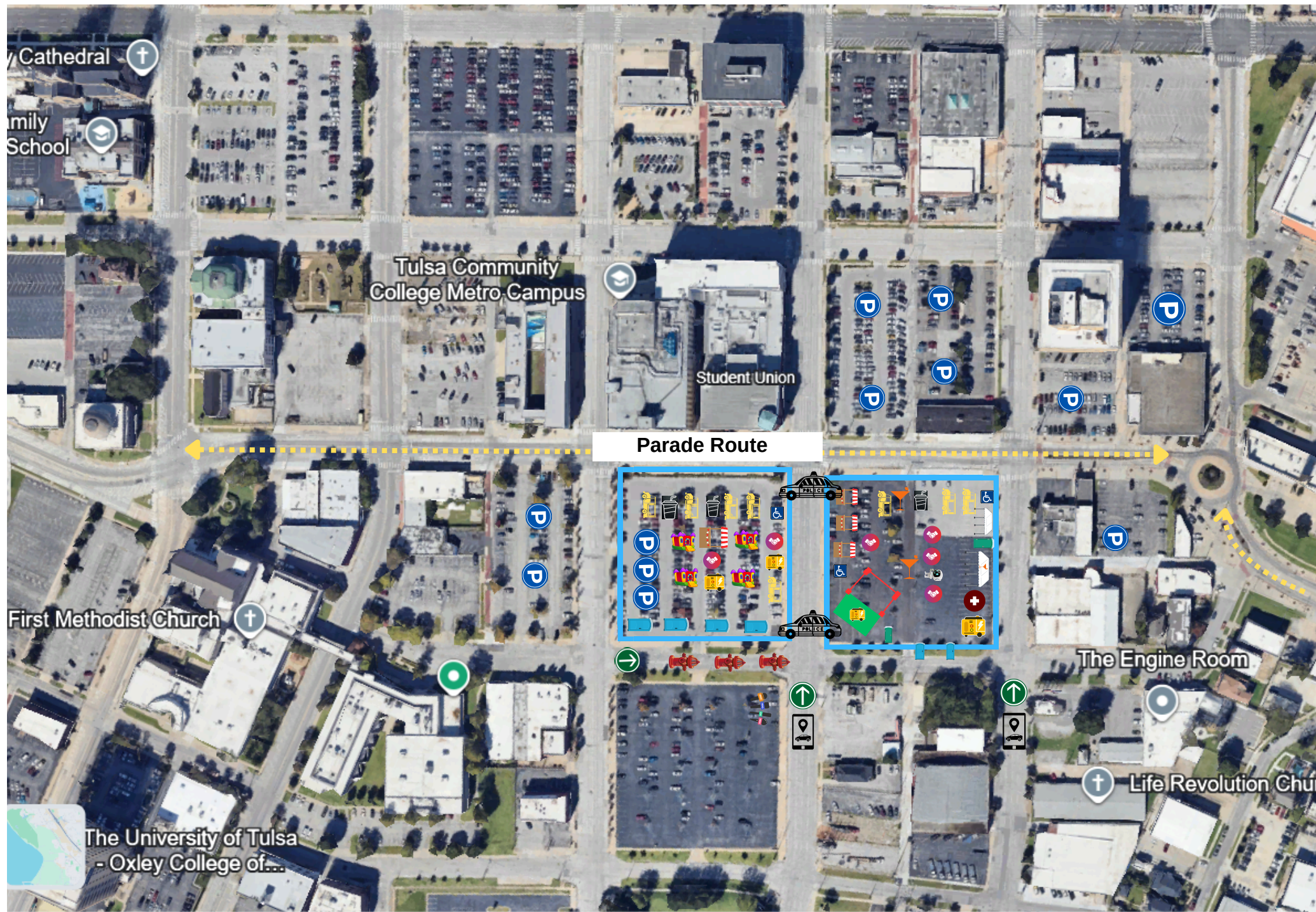
Special Events Committee Recommendation: \_\_\_\_\_      Yes  No  \_\_\_\_\_

Date routed to Mayor: \_\_\_\_\_      Mayor's Recommendation: Yes  No  \_\_\_\_\_

Date routed to Council: \_\_\_\_\_      City Council Approval: Yes  No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_      Comments: SEC meeting 04/22/2026. Mayor agenda  
04/29/2026. City Council 05/06/2026.

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Festival zones (Lot 3, Lot 1)



Parade route & direction



Parking lot closure



Stage & FOH



VIP area



Food trucks & cooking  
(propane/gas)



Alcohol Area



Water/Soda Vendor



Operations / Command



Sponsor Tent



Medical / First Aid



20' emergency fire lanes



ADA routes, parking, restrooms



General Restrooms



VIP Restrooms



Generators



Parking



Kids Zone / inflatables



Rideshare & valet



Entry, exit, and emergency  
access points



Sponsor activations



Tech Lounge



Media Area



Non Food Vendors



Police Closure