



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Tulsa Farmers' Market (TFM) Date(s) of Event: May 2, 9, 16, 23, 30, 2026

Location Address: Start: 1 S Lewis Ave Council District(s): 4  
End: 1 S Atlanta Ave

Event Description: Marketplace for local producers to directly connect with their customers.

**Event Category:** Farmers/Outdoor Market

**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Food Sales, Street Closure

Anticipated Attendance: Total: 25000 Per Day: 5000

Anticipated Participants: Total: 400 Per Day: 80

Number of Events for Monthly Event: Yes 5

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

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Host Organization: Tulsa Farmers' Market Website: https://www.tulsafarmersmarket.org

Chief Officer of Host Organization: Kristin Hutto

Email and Phone: kristin@tulsafarmersmarket.org 918-636-8419

Applicant Name: Kristin Hutto

Email and Phone: kristin@tulsafarmersmarket.org 918-636-8419

Professional Event Organizer:

Email and Phone:

On-site Contact: Kristin Hutto Mobile: 918-636-8419

Billing Contact: Tulsa Farmers' Market Phone: 918-636-8419

Billing Address: PO BOX PO BOX 14572  
Tulsa, OK 74159

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

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**Event Setup:** Date: 05/02/2026 Time: 5 am  
Street Closure for Event Setup: Date: 05/02/2026 Time: 5 am  
Street(s) to be Closed for Event Setup: Admiral Blvd from Lewis Ave to Atlanta Ave including one block east to St Francis Xavier Church parking lot driveway. Atlanta Ave from Admiral Blvd south to alleyway. Whittier Square parking lot.

**Event Start:** Date: 05/02/2026 Time: 7 am  
Street Closure for Event Start: Date: 05/02/2026 Time: 5 am  
Street(s) to be Closed for Event Start: Admiral Blvd from Lewis Ave to Atlanta Ave including one block east to St Francis Xavier Church parking lot driveway. Atlanta Ave from Admiral Blvd south to alleyway. Whittier Square parking lot.

Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 7 am - 11 am every Saturday

**Event End:** Date: 05/02/2026 Time: 11 am  
Street Reopens after Event End: Date: 05/02/2026 Time: 12 pm

**Event Teardown:** Date: 05/02/2026 Time: 11 am  
Street Reopens after Event Teardown: Date: 05/02/2026 Time: 12 pm

## **Secondary Permits Required**

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 67  
Number of Food Trucks: 3  
Food Cooked on-site: Yes Fuel(s) to be used: Electric  
Number of Item Vendors: 9 Number of Service Vendors: 1  
Number & Sizes of Tents: 77 -10'x10' tents Provider and Phone: Vendor owned. Tents are spaced according to TFD guidelines. 10x10 Tents not separated by 12 feet are considered as a group. More than 4-10x10 tents or 2-10x20 tents in a group require a Tent Permit. Each group of tents not separated by 12 feet requires a Tent Permit.

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: N/A - TFM owns TCP equipment

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, Unpaved Lot, 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): Justin Thompson Restaurant Group, Come on in, Y'all, Klingeman CPA, American Heritage Bank, The Sartin Family, TSET Healthy Living Program, Roark Acre, Magnolia Dental, Kingdom Chiropractic, The Sustainability Alliance.

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 or road construction, the timelines for activities and closures (including relocation, if necessary) are subject to change.

**Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: Acoustic, Singer/songwriter

Sound Amplification: Yes

Start Time: 7 am

Finish Time: 11 am

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

Small speaker(s)

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: All vendors are required to clean up their assigned spaces per TFM rules. TFM Staff conducts site checks before reopening the street.

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 2

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, Schools, Neighborhood Assn, Business Assn, Businesses, Places of Worship

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: 0 /24/202 Date routed: 04/2 /2026 Date for review: 04/2 /2026

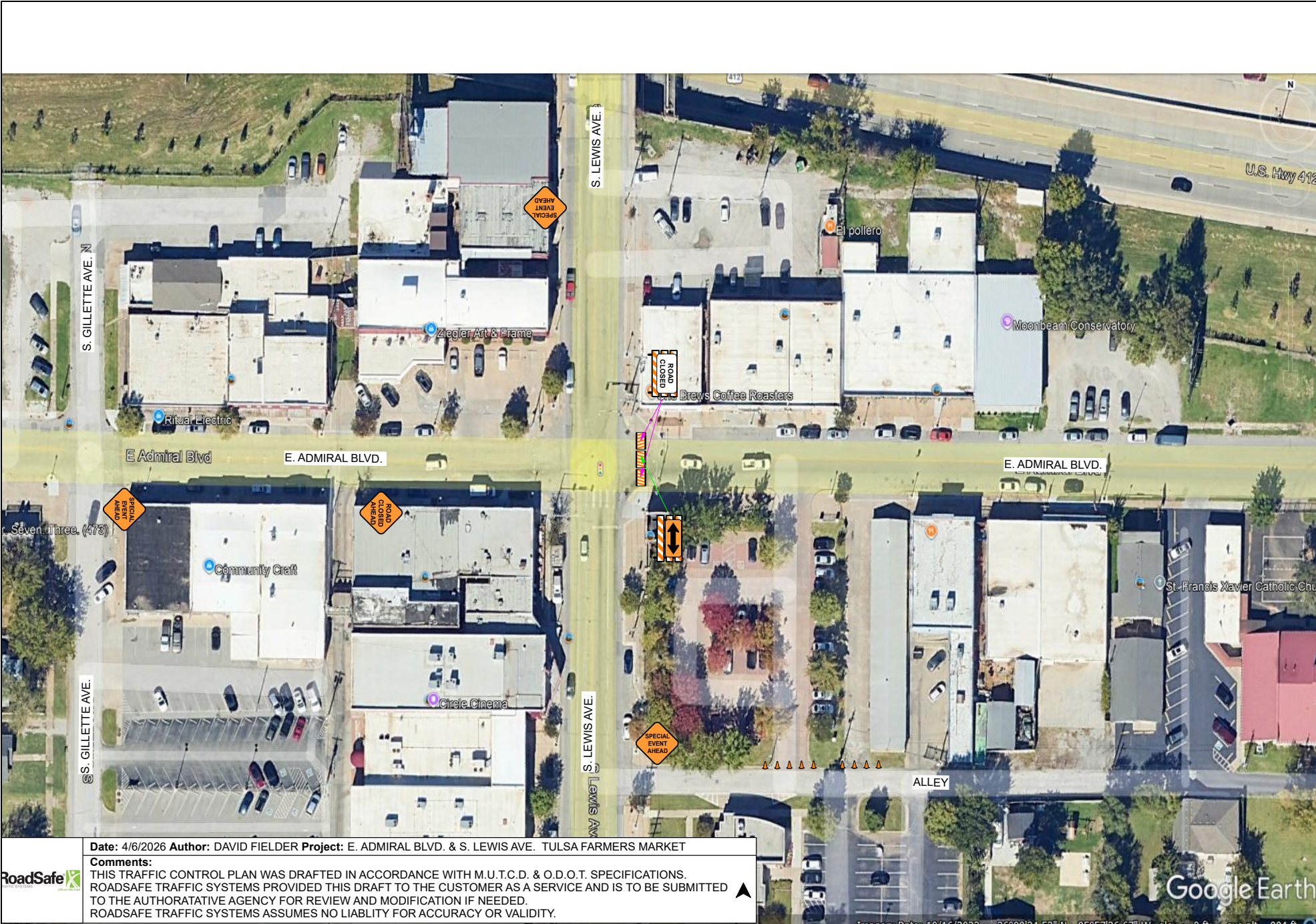
Special Events Committee Recommendation: \_\_\_\_\_ Yes  No  \_\_\_\_\_

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

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

Date Permit Issued: \_\_\_\_\_ Comments: S meeting 04/22/2026. e i ed  
map finalized 04/22/2026. Site map pending.

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Date: 4/6/2026 Author: DAVID FIELDER Project: E. ADMIRAL BLVD. & S. LEWIS AVE. TULSA FARMERS MARKET

Comments: THIS TRAFFIC CONTROL PLAN WAS DRAFTED IN ACCORDANCE WITH M.U.T.C.D. & O.D.O.T. SPECIFICATIONS. ROADS SAFE TRAFFIC SYSTEMS PROVIDED THIS DRAFT TO THE CUSTOMER AS A SERVICE AND IS TO BE SUBMITTED TO THE AUTHORITATIVE AGENCY FOR REVIEW AND MODIFICATION IF NEEDED. ROADS SAFE TRAFFIC SYSTEMS ASSUMES NO LIABILITY FOR ACCURACY OR VALIDITY.



Road Closure: 5 a.m. - Noon every Saturday  
Market Hours: 7 - 11 a.m. every Saturday  
Provider and/or Organizer should comply with MUTCD/COT  
Signage, Barricade, Spacing, and Distance Guidelines.



**Date:** 4/6/2026 **Author:** DAVID FIELDER **Project:** E. ADMIRAL BLVD. & S. LEWIS AVE. TULSA FARMERS MARKET

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