



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Mayfest Road Trip at Mother Road Market Date(s) of Event: May 15-17, 2026

Location Address: Start: 1124 S Lewis Ave Council District(s): 4
End: 1124 S Lewis Ave

Event Description: Artist vendors selling art in the parking lot of mother road market.

Event Category: Festival/Celebration

Event Includes: Tent/Canopy, Merchandise Sales, Private Property

Anticipated Attendance: Total: 1000 Per Day: 333

Anticipated Participants: Total: 40 Per Day: 40

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Performing Arts Center Website: https://tulsapac.com/

Chief Officer of Host Organization: Jen Alden

Email and Phone: jalden@tulsapac.com 918-596-7128

Applicant Name: Jen Alden

Email and Phone: jalden@tulsapac.com 918-596-7128

Professional Event Organizer:

Email and Phone:

On-site Contact: Jen Alden Mobile: 405-596-8767

Billing Contact: Tulsa Performing Arts Center Phone: 918-596-7128

Billing Address: 110 E 2ND ST S
Tulsa, OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/14/2026 Time: 7pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A - Private Property

Event Start: Date: 05/15/2026 Time: 11am
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: 11am - 8pm

Event End: Date: 05/17/2026 Time: 6pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 05/17/2026 Time: 6-10pm
Street Reopens after Event Teardown: Date: Time: NA

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: 40 Number of Service Vendors: 0
Number & Sizes of Tents: 40 - 10x10 Provider and Phone: ABCO Rentals, 918-583-6557. 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

Security and/or Police: Yes Contact, Email and Phone: DNA Security, 918-810-1538

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, ADA parking available, Parking not available

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): Mother Road Market, PSO, Renewals by Anderson, Community Care, Tulsa Performing Arts Center

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

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service Rentals, 918-272-0558

Total Number of Portable Toilets: 8 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 05/14/2026 Time: 7pm

Equipment Pickup: Date: 05/18/2026 Time: 6am

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: Yes Describe:

There will be some Mayfest signage

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Cleaning done every day after each day of event

Number of Trash Receptacles: 5

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents

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: 4/29/2026 Date routed: 5/5/2026 Date for review: 5/6/2026

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 05/06/2026. Additional fee
paid 05/02/2026.



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Akira Sushi & Ramen

The WEL Bar

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