Permit #: SPEV-264878-2026
Application Date: 11/18/2026
Issue Date:

City of Tulsa
SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Guthrie Green December Events

Date(s) of Event: December 4, 15, 2026

Location Address: Start: 111 E. Reconciliation Way
End: 111 E. Reconciliation Way

Council District(s): 1

Event Description: See schedule attached

Event Category: Concert/Performance

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Private Park, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Street Closure, None

Anticipated Attendance: Total: 5300

Per Day: 5300

Anticipated Participants: Total: 5300

Per Day: 5300

Number of Events for Monthly Event: Yes 2

Host Organization, Applicant and Professional Event Organizer Information

Host Organization:	Guthrie Green	Website:https://guthriegreen.com/
Chief Officer of Host Organization:	Kimberly Jessie	
Email and Phone:	kimberly.jessie@guthriegreen.com 2103647057	
Applicant Name:	Maggie Joyner	
Email and Phone:	maggie.joyner@guthriegreen.com (918) 591-2459	
Professional Event Organizer:		
Email and Phone:		
On-site Contact:	Maggie Joyner	Mobile: (918) 591-2459
Billing Contact:	Guthrie Green	Phone: (918) 591-2459
Billing Address:	111 E RECONCILIATION WAY N Tulsa, OK 74103	

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: 12/04/2026	Time: 7am
Street Closure for Event Setup:	Date: 12/04/2026	Time: 1pm
Street(s) to be Closed for Event Setup:	Reconciliation Way and Boston Ave.	
Event Start:	Date: 12/04/2026	Time: 6pm
Street Closure for Event Start:	Date: 12/04/2026	Time: 1pm
Street(s) to be Closed for Event Start:	Reconciliation Way and Boston Ave.	
Run, Walk, Parade Start Time:	N/A	
Daily Event Hours:	6pm-9pm	
Event End:	Date: 12/04/2026	Time: 9pm
Street Reopens after Event End:	Date: 12/15/2026	Time: 11pm
Event Teardown:	Date: 12/04/2026	Time: 9pm
Street Reopens after Event Teardown:	Date: 12/04/2026	Time: 11pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable

Number of Food Vendors: 0

Number of Food Trucks: 6

Food Cooked on-site: No Fuel(s) to be used:

Number of Item Vendors: 35 Number of Service Vendors: 0

Number & Sizes of Tents: 4 20x20 tents Provider and Phone: Party Pro Rents: 918.622.8102

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: 10-7 Security: Will Mortensen, Will@tensevensecurity.com, 918-200-9787

Medical and/or First Aid Services: No Contact, Email and Phone: N/A

Traffic Control Barricade Company: No Contact, Email and Phone: Road Safe: Brad Holder, bholder@roadsafetraffic.com, 918.425.4550

Equipment Setup: Date:12/04/2026 Time: 7:00am Equipment Pickup: Date: 12/04/2026 Time: 11:00pm

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

Equipment Setup: Date: Time: N/A Equipment Pickup: Date: Time: N/A

Parking Type: Parking Garage, Street, ADA parking available, Paved Lot

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): GGP Parks

Park: Yes Name of Park and Location: Guthrie Green

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: N/A

Equipment Pickup: Date: Time: N/A

Other Event Information: See attachment(s). Due to weather, road construction or unforeseen circumstances, the timelines for activities and closures (including relocation, if necessary) are subject to change.

Entertainment and Related Activities

Number of Stages: 1 Number of Performers/Bands: Varies

Performer/Band name and music type: Varies

Sound Amplification: Yes Start Time: 6:00pm Finish Time: 9:00pm

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

Varies

Sound checks conducted prior to the event: Yes Start Time: 12:00pm Finish Time: 3:00pm

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:
Janitorial services

Dumpster on site

Number of Trash Receptacles: 9 Number of Dumpsters: 1 Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: Berry Bros: 620-278-6005

Presented Event Concept to:

Business Assn, N/A

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: _____ Date routed: _____ Date for review: _____

Special Events Committee Recommendation: eeting eview 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 eeting

CITY OF TULSA
SPECIAL EVENTS

Date: Varies **Project:** Reconciliation Way Road Closure

Comments:
Road Closure: 7 a.m. to 10 p.m. (Subject to Change)
Event Hours: Varies Each Event (See Schedule)
Traffic control equipment must be checked after vendor set-up.
Provider and/or Organizer should comply with MUTCD/COT Signage, Barricade, Spacing, and Distance Guidelines.
Parking/Bike Lanes not Shown | Drawing not to Scale.
COT assumes no liability for accuracy or validity.



Guthrie Green Events - December							
Separate Permits						Blue	
Road Closure						Red	
Parking Spots Only						Green	
Date	**Event Time**	**Name of Event**	**Estimated Attendance**	**Street Closed**	**Street Open**	**Closure Location**	**Event Description**
12/4/2026	6:00pm - 9:00pm	Glow on the Green	5,000	1:00pm	11:00pm	Reserving all parking around Guthrie Green Closing Reconciliation Way & Boston Ave.	Food trucks and amplified sound
12/15/2026	3:00pm - 5:00	Press Event	300	12:00pm	6:00pm	Reserving all parking around Guthrie Green	Food trucks and amplified sound