



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Winter Market Date(s) of Event: Nov. 29 to Dec. 6, 2019
Location Address: 111 E RECONCILIATION WAY N Council District(s): 4
Event Description: Holiday Market vendors and entertainment for a week
Event Category: Festival/Celebration
Event Includes: Amplified Sound, Tent/Canopy, Public Right of Way, Live Entertainment, No Parking Signage
Anticipated Attendance: Total: 3000 Per Day: 0
Anticipated Participants: Total: 0 Per Day: 400
Number of Events for Monthly Event: 8

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: GGP Website: https://guthriegreen.com/
Chief Officer of Host Organization: Heather Wimberly
Email and Phone: Heather@guthriegreen.com 918-591-2458
Applicant Name: Guthrie Green
Email and Phone: rob@guthriegreen.com 918-640-6645
Professional Event Organizer: Same
Email and Phone:
On-site Contact: Robert Wallace Mobile: 918-640-6645
Billing Contact: Guthrie Green Phone: 918-640-6645
Billing Address: 111 East Brady Street East Mathew B. Brady Street
Tulsa OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/29/2019 Time: 6pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Spaces Only

Event Start: Date: 11/29/2019 Time: 6pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA - Parking Spaces Only
Run, Walk, Parade Start Time: NA
Daily Event Hours: 6pm-9pm

Event End: Date: 12/06/2019 Time: 9pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 12/06/2019 Time: 10pm
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: 15 Number of Service Vendors: 0
Number of Tents/Canopies: 0 Provider and Phone: NA
Number of Inflatables: 0 Provider and Phone: NA
Number of Amusement Rides: 0 Provider and Phone: NA
Use of fireworks, rockets, lasers, or other pyrotechnics: No
Provider and Phone: NA

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Contact, Email and Phone: Owl Nite (Neetin Sen 918.951.5501)

Medical and/or First Aid Services: Contact, Email and Phone: NA

Traffic Control Barricade Company: Contact, Email and Phone: NA

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Crowd Management Fencing Company: Contact, Email and Phone: NA

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Parking Garage, Street

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): TBD

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: AYS (Emergency Line 918.625.3978)
Already on-site

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: TBD

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 6pm

Finish Time: 9pm

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

TBD

Sound checks conducted prior to the event: Yes

Start Time: 5:30pm

Finish Time: 6pm

Describe hot air balloons, fire lanterns or similar devices used at event:

NA

Describe the use of any signs, banners, decorations, or special lighting used at event:

Holiday Decor

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: On Site Staff

Number of Trash Receptacles: 30

Number of Dumpsters: 2

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Business Association

Avidavit 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: 11/03/2019 Date routed: 11/27/2019 Date for review: Email/Website Review

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: Form revised 11/27/2019

-  IGLOO
-  WALL
-  10x10 tent
-  LIGHTING
-  ARCH
-  TREE VENDOR

