



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: TFM Winter Market Date(s) of Event: Jan 4th & 18th, 2020
Location Address: 1 S LEWIS AVE E Council District(s): 4
Event Description: Farmers Market
Event Category: Farmers/Outdoor Market
Event Includes: Tent/Canopy, Beer/Alcohol Sales, Food Sales, Merchandise Sales, Private Property
Anticipated Attendance: Total: 300 Per Day: 150
Anticipated Participants: Total: 15 Per Day: 15
Number of Events for Monthly Event: 2

Host Organization, Applicant and Professional Event Organizer Information

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: Same
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

Event Setup: Date: 01/04/2020 Time: 6:30am
Street Closure for Event Setup: Date: 01/04/2020 Time: NA
Street(s) to be Closed for Event Setup: NA - Parking Lot

Event Start: Date: 01/04/2020 Time: 8:30am
Street Closure for Event Start: Date: 01/04/2020 Time: NA
Street(s) to be Closed for Event Start: NA - Parking Lot
Run, Walk, Parade Start Time: NA
Daily Event Hours: 8:30-12pm

Event End: Date: 01/18/2020 Time: 12pm
Street Reopens after Event End: Date: 01/18/2020 Time: NA

Event Teardown: Date: 01/18/2020 Time: 12pm
Street Reopens after Event Teardown: Date: 01/18/2020 Time: NA

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 10
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 5 Number of Service Vendors: 0
Number of Tents/Canopies: 15 10x10 Provider and Phone: Vendor Owned
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: NA

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: Street, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): None

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: NA

Total Number of Portable Toilets: 0 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other information: NA

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: No

Start Time:

Finish Time:

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

NA

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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:

NA

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: All TFM Vendors are to pick up after themselves per TFM rules and regulations. TFM Director will do a spot check before the square is opened.

Number of Trash Receptacles: 2

Number of Dumpsters: 0

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:

Residents, Schools, Businesses, Business Association, Neighborhood 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: 12/02/2019 Date routed: 12/16/2019 Date for review: Email/Website

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 & requesting site map 12/16/2019.