



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Tulsa Farmers' Market Date(s) of Event: June 6, 13, 20, 27, 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, Public Right of Way, Food Sales, Merchandise Sales, Street Closure
Anticipated Attendance: Total: 1000 Per Day: 1000
Anticipated Participants: Total: 50 Per Day: 50
Number of Events for Monthly Event: 4

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: 06/06/2020 Time: 5am
Street Closure for Event Setup: Date: 06/06/2020 Time: 5am
Street(s) to be Closed for Event Setup: Admiral PI from Lewis Ave to Atlanta Ave

Event Start: Date: 06/06/2020 Time: 7am
Street Closure for Event Start: Date: 06/06/2020 Time: 5am
Street(s) to be Closed for Event Start: Admiral PI from Lewis Ave to Atlanta Ave
Run, Walk, Parade Start Time: NA
Daily Event Hours: 7 a.m. to Noon

Event End: Date: 06/27/2020 Time: Noon
Street Reopens after Event End: Date: 06/27/2020 Time: 1pm
Event Teardown: Date: 06/27/2020 Time: Noon
Street Reopens after Event Teardown: Date: 06/27/2020 Time: 1pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 40
Number of Food Trucks: 1
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 8 Number of Service Vendors: 1
Number of Tents/Canopies: 50 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: Barricades owned by Market

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

Crowd Management Fencing Company: Contact, Email and Phone: Pending CDC/THD/COT guidelines

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): Knight Creek Farms, Optimus Industries, Living Kitchen Farm & Dairy, Oklahoma AgCredit, Chef Shannon Smith, JTR Group

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: Formerly on Cherry Street. See TFM COVID-19 Operations Proposal.

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: Each vendor is to clean up after themselves per TFM rules & regs. Director conducts site checks before reopening.

Number of Trash Receptacles: 5

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 , Places of Worship

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

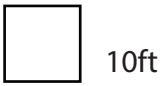
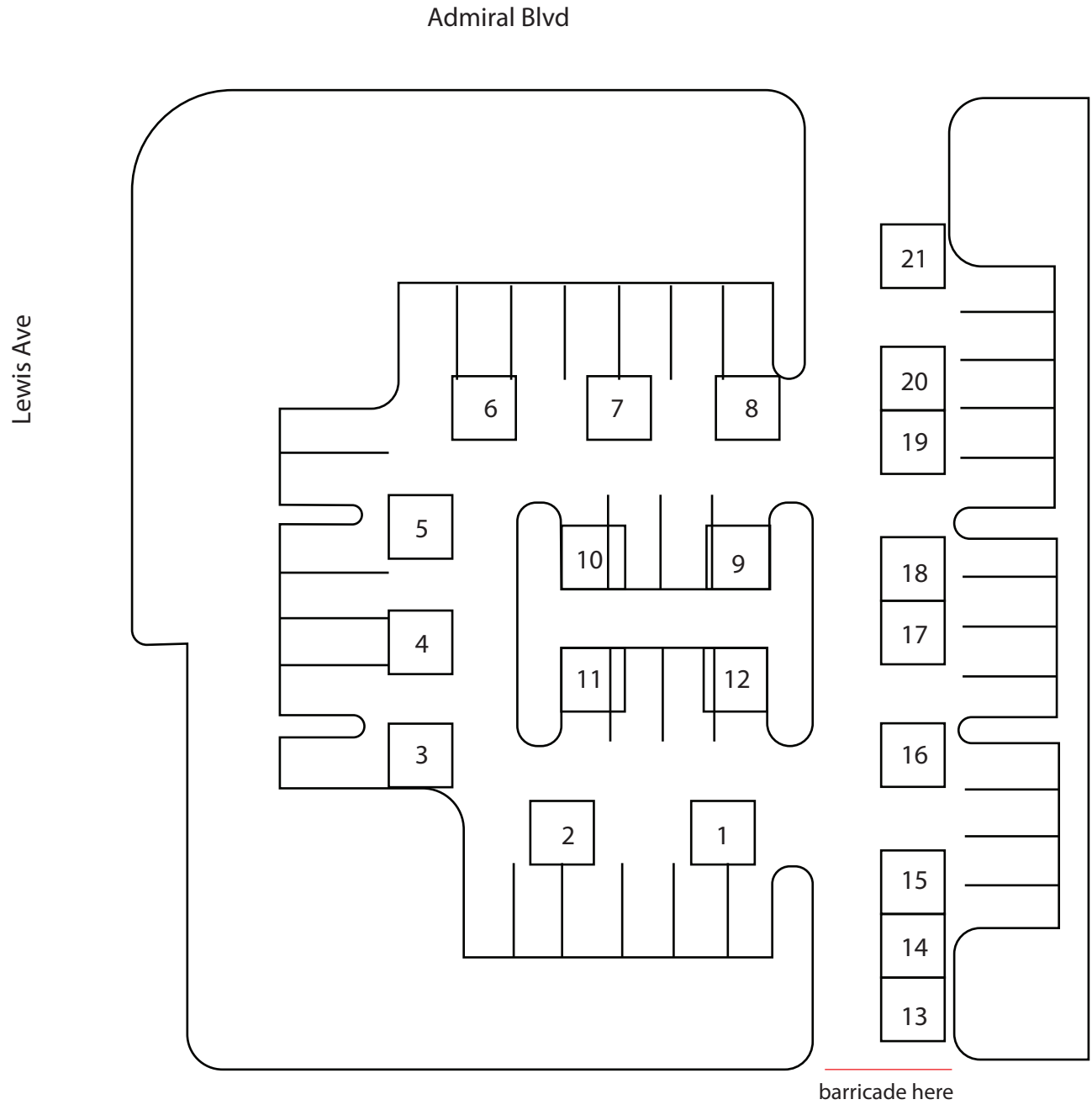
For City of Tulsa Special Events Committee Use Only

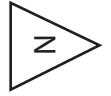
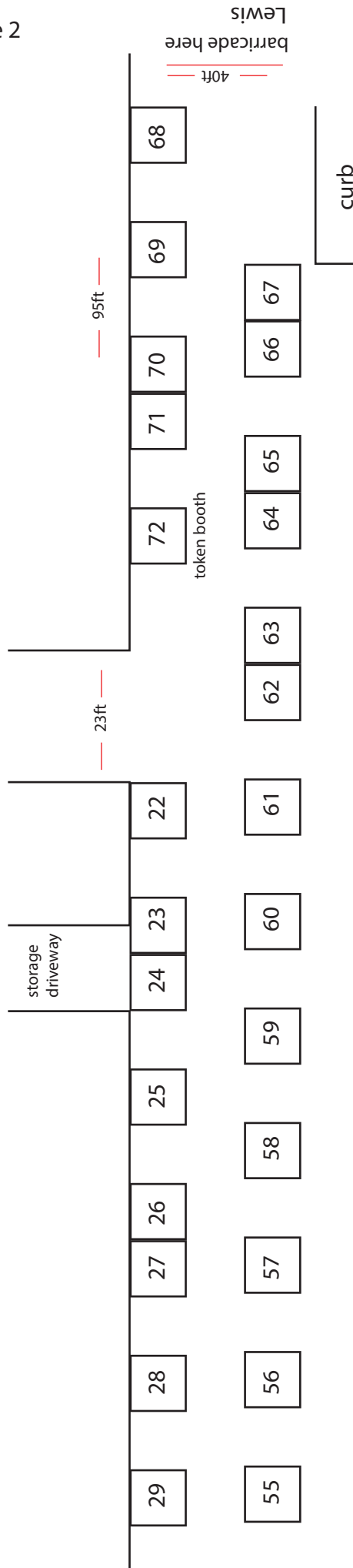
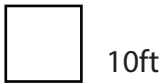
Date received: 05/13/2020 Date routed: 05/26/2020 Date for review: 06/03/2020

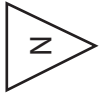
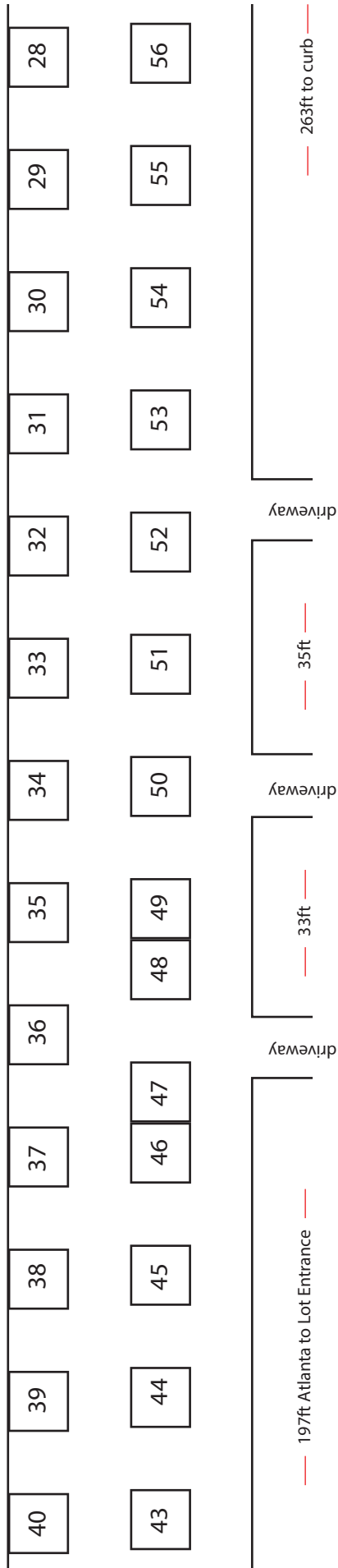
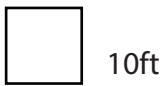
Special Events Committee Recommendation: _____ Yes No
Date routed to Mayor: _____ Mayor's Recommendation: _____ Yes No

Date routed to Council: _____ City Council Approval: _____ Yes No

Date Permit Issued: _____ Comments: TFM proposal 05/22/2020. Form and TCP map revised 05/26/2020. This is starting step 1 of the application review process (agency and community review) so the application is in the queue for step 2 (Mayor and City Council review) but this office will not issue any permits (step 3) until after June 1st or when reassessed thereof, depending on the phases of reopening special events and/or any requested pending documentation not uploaded into the system. Permit applications are subject to any future executive orders (i.e. revocations, etc.) and CDC/THD spacing and/or other guidelines/recommendations outlined by the City accordingly.





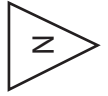
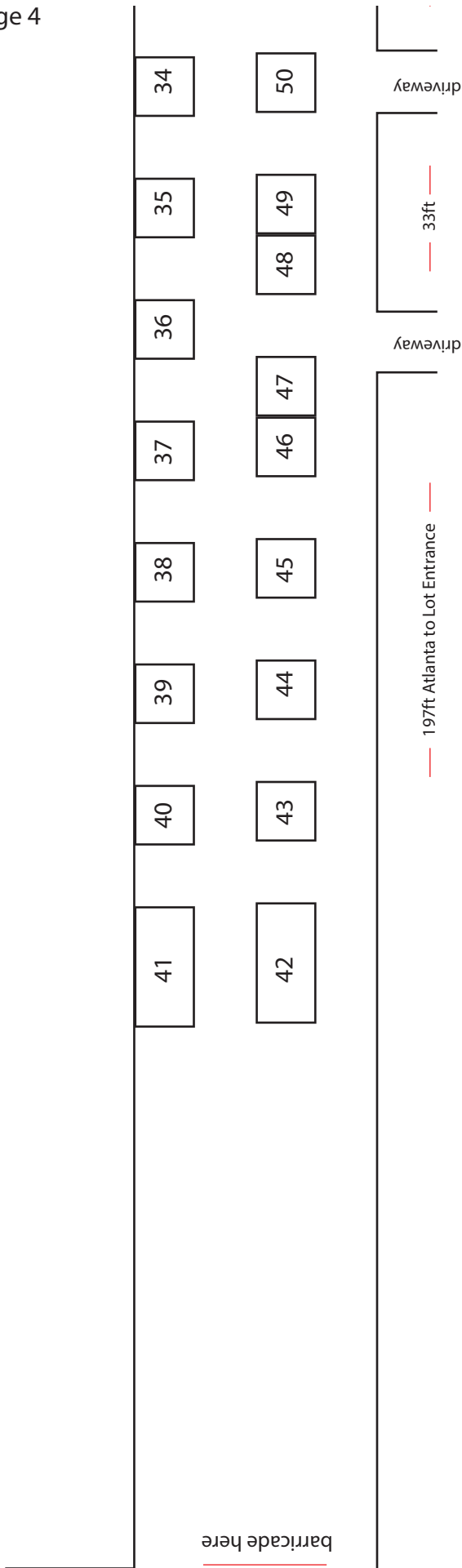




10ft

Atlanta

barricade here





Tulsa Farmers' Market

PO Box 14572 Tulsa, OK 74159

tulsafarmersmarket.org (918) 636-8419

TFM COVID 19 Operations Proposal

The Tulsa Farmers' Market (TFM) respectfully requests the City of Tulsa to allow its operations to resume once Phase 3 of reopening is implemented in Tulsa. TFM is an essential agricultural business comprised of nearly 70 small businesses, and a necessary partner in providing Tulsans with access to fresh, local and nutritious food. TFM has been connecting customers with growers for 23 years, and as a 501c3 it also provides healthy eating education and facilitates various programs supporting the health of our community such SNAP, Double Up Food Bucks, Senior Farmers Market Nutrition Program, and other healthy eating incentives. TFM seeks permission to open with specific modifications to ensure the public safety in respect to COVID-19.

POLICY

Farmers Markets were classified as essential in the Executive Order issued by Governor Stitt's office on 3/25/20.

PROPOSED PRACTICES

There have been a variety of resources and best practices put together as to how farmers markets can adjust their operations to minimize risk to the public of transmission of COVID-19. We have drawn on those resources as well as recommendations from the City of Tulsa and the Tulsa Health Department to create the list of practices below.

Market Operations

- Market format has been redesigned to allow for more space between vendors promoting social distancing.
- No samples, and no exposed food on display; everything needs to be covered or packaged where possible.
- All staff & vendors are required to wear masks.
- Staff is required to socially distance from customers to the best of their ability, and will help remind customers to socially distance if groups are forming anywhere within the market.

- TFM will provide social distancing signs & hand sanitizer to all vendor booths for public use.
- All nonessential programming, display or partner booths, and interactive activities, such as kids crafts and live music are canceled.
- Enact a zero-tolerance policy for coming to market when sick, for both staff and vendors.
- Vendors and staff are required to wipe down high touch areas, such as tables, screens and cash boxes, with sanitizer frequently.
- Implement a High Risk Shopping Hour 7-8am; Extend Market hours to 12pm allowing for more shopping time.
- Maintain designated points of entry to monitor the number of shoppers within the market. Customers will be physically counted to Phase 3 capacity limits mandated by the City of Tulsa. Once at capacity, customers will stand in a social distancing line outside of market. Reflective chalk will be used to create customer line.

Customer Expectations

- Customers must maintain safe distances from each other, preferably 6+ feet apart. Signage, colorful tape, or other visual cues throughout the market will be used to remind them.
- Customers are to stay home if they are sick themselves, have possibly been exposed to COVID-19, and/or are high risk.
- Customers are encouraged to wear masks.
- Customers are asked to come alone to market when possible; Please leave family, friends, and spouses at home.
- Customers are encouraged to expedite shopping and limit their shopping time to 30 minutes to allow other individuals the opportunity to shop.
- Crowd size will be limited to Phase 3 capacity mandated by the City of Tulsa. Customers will be physically counted to capacity, and once filled customers will form a social distancing line outside of market.
- The following safety practices are recommended to customers:
 - Thoroughly wash your hands often for at least 20 seconds, and if not available, use an alcohol-based hand sanitizer
 - Avoid touching your eyes, nose, and mouth
 - Sneeze or cough into a tissue or into the crease of your elbow
 - Wash all produce thoroughly when you get home
 - Wash your reusable produce bags between market visits

Vendor Practices

- All vendors and their workers MUST wear a mask during open hours.
- Vendors must collect and bag all items for customers. This can be enforced through signage, and other visual and verbal guidance.
- Instead of tablecloths, vendors must use surfaces that can be easily sanitized
- Vendors handling money, tokens or vouchers should not handle food products until they have washed their hands, used sanitizer and/or changed gloves. Booths are encouraged have two workers, one person to handle and bag purchases for customers, while a second person handles money and transactions.
- Vendors are required to stay home when sick or if at risk.
- Vendors and staff are required to wipe down high touch areas, such as tables, screens and cash boxes, with sanitizer frequently.
- While hand washing is the most effective way to cut down on disease transmission via touch, staff and vendors are encouraged to wear disposable gloves that they change frequently.
- Vendors must help monitor the perimeter of market and discourage customers from entering anywhere other than the designated entrance/exit.
- Vendors are required to socially distance from customers to the best of their ability, and will help remind customers to socially distance if groups are forming around their tents.
- No samples may be given to the public at this time unless prepackaged.

Thank you for your consideration.

For questions, contact Kris Hutto, TFM Executive Director:

kristin@tulsafarmersmarket.org



Date: April 4 to Oct 24, 2020 **Project:** Tulsa Farmers' Market
Comments:
 Road Closure: 5 a.m. to Noon every Saturday
 Event Hours: 7 to 11 a.m. every Saturday
 Parking Lanes not Shown | Drawing not to Scale
 COT assumes no liability for accuracy or validity



Closure extended to Atlanta Ave.

