



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Day of the Dead Date(s) of Event: 11/5/2021
Location Address: 111 E RECONCILIATION WAY N Council District(s): 4
Event Description: Day of the Dead Festival - Celebrating holiday at both Guthrie Green and Living Arts on 11/5
Event Category: Street, Lane, or Sidewalk Closure
Event Includes: Amplified Sound, Generator/Electricity, Public Right of Way, Street Closure
Anticipated Attendance: Total: 3500 Per Day: 3500
Anticipated Participants: Total: 3500 Per Day: 3500
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Guthrie Green Website: www.guthriegreen.com
Chief Officer of Host Organization: Derek Combs
Email and Phone: derek@guthriegreen.com 918-671-9317
Applicant Name: Guthrie Green - Derek Combs
Email and Phone: derek@guthriegreen.com 918-671-9317
Professional Event Organizer: Same
Email and Phone:
On-site Contact: Derek Combs Mobile: 918-671-9317
Billing Contact: Guthrie Green Phone: 918-671-9317
Billing Address: 111 E Reconciliation Way
Tulsa OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/05/2021 Time: 9am

Street Closure for Event Setup: Date: 11/05/2021 Time: 9am

Street(s) to be Closed for Event Setup: See Maps

Event Start: Date: 11/05/2021 Time: 9am

Street Closure for Event Start: Date: 11/05/2021 Time: 9am

Street(s) to be Closed for Event Start: Reconciliation Way between Boston Ave and MLK Jr Blvd

Run, Walk, Parade Start Time: 6pm

Daily Event Hours: 6pm-9pm

Event End: Date: 11/05/2021 Time: 9pm

Street Reopens after Event End: Date: 11/05/2021 Time: 10pm

Event Teardown: Date: 11/05/2021 Time: 10pm

Street Reopens after Event Teardown: Date: 11/05/2021 Time: 10pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable

Number of Food Vendors: 0

Number of Food Trucks: 5

Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas

Number of Item Vendors: 20 Number of Service Vendors: 0

Number of Tents/Canopies: 20 Provider and Phone: ABCO Rentals (918) 583-6557 - 10x10 Tents

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 (918) 794-7003

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

Traffic Control Barricade Company: Contact, Email and Phone: Roadsafe Traffic Systems,
bholder@roadsafetraffic.com (918) 425-4550

Equipment Setup: Date: 11/05/2021 Time: 9am Equipment Pickup: Date: 11/05/2021 Time: 10pm

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

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

Parking Type: Parking Garage, Street, ADA parking available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Guthrie Green

Name of Park and Location, if applicable: 111 E Reconciliation Way

Drone: No

Portable Toilets: Provider and Phone: AYS (918) 272-0568

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

Equipment Setup: Date: 11/05/2021 Time: 9AM

Equipment Pickup: Date: 11/05/2021 Time: 10pm

Other information: Coordinating with Dia de los Muertos at Living Arts of Tulsa (SPEV-100036-2021)

GG will close the west curb parking/traffic lane of MLK Jr Blvd from Cameron St to Reconciliation Way for Food Trucks. GG Security will temporarily close MLK Jr Blvd at Cameron St with barricades for a 5-minute parade on Reconciliation Way crossing MLK Jr Blvd.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 0

Performer/Band name and music type: 0

Sound Amplification: Yes

Start Time: 6pm

Finish Time: 9pm

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

2 pop-up QSC speakers

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:

String lighting connect by rows of trellises

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: In-house janitorial

Number of Trash Receptacles: 20

Number of Dumpsters: 2

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: Williams Janitorial (918) 853-0905

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents, Businesses (Req. letter of support/endorsement), Neighborhood Assn (letter of support/endorsemen

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 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: 10/07/2021 Date routed: 10 /28/2021 Date for review: 11/0 3/2021

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: _____

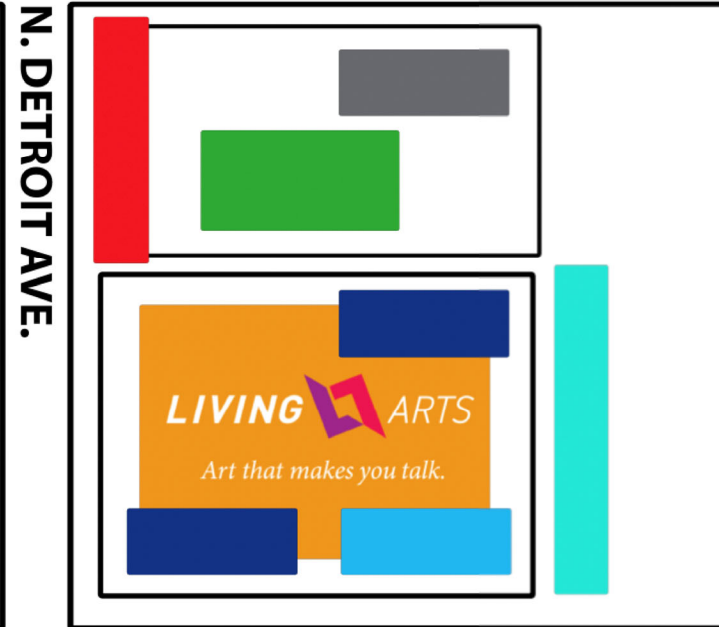
Comments: TCP Map recieved 10/22/2021. Form

revised 10/28/2021.

**2021 FESTIVAL
NOVEMBER 5, 2021
4:00-10:00 PM**

WHAT IS AT LIVING ARTS

- STAGE
- BATHROOMS
- BAR
- MURALS
- ART KITS
- FOOD TRUCKS
- ALTARS



E. RECONCILIATION WAY

WHAT IS AT GUTHRIE GREEN

- STAGE
- FOOD TRUCKS
- BAR
- VENDORS



Date: 10/6/2017 Author: 10-31-19 Project: GUTHRIE GREEN

Comments:

THIS TRAFFIC CONTROL PLAN WAS DRAFTED IN ACCORDANCE WITH MUTCD & ODOT SPECIFICATIONS. ROADS SAFE TRAFFIC SYSTEMS PROVIDED THIS DRAFT TO THE CUSTOMER AS A SERVICE AND IS TO BE SUBMITTED TO THE AUTHORITATIVE AGENCY FOR REVIEW AND MODIFICATION IF NEEDED. ROADS SAFE TRAFFIC SYSTEMS ASSUMES NO LIABILITY FOR ACCURACY OR VALIDITY.

