



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Dia de los Muertos (Guthrie Green)Date(s) of Event: 11/04/2022Location Address: 111 E RECONCILIATION WAY NCouncil District(s): 4

Event Description: Guthrie Green will be used for live entertainment. Food trucks will be located on the street. Merchant vendors will be positioned along Reconciliation Way between Detroit Ave and Boston Ave.

Event Category: Festival/Celebration

Event Includes: Generator/Electricity, Private Park, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Street Closure

Anticipated Attendance: Total: 3500Per Day: 3500Anticipated Participants: Total: 3500Per Day: 3500

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Guthrie GreenWebsite: https://guthriegreen.com/Chief Officer of Host Organization: Derek CombsEmail and Phone: derek@guthriegreen.com 918-671-9317Applicant Name: Guthrie Green - Derek CombsEmail and Phone: derek@guthriegreen.com 918-671-9317Professional Event Organizer: Derek CombsEmail and Phone: derek@guthriegreen.com 918-671-9317On-site Contact: Derek CombsMobile: 918-671-9317Billing Contact: Guthrie GreenPhone: 918-671-9317Billing Address: 111 E Reconciliation Way
Tulsa OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/04/2022 Time: 8am
Street Closure for Event Setup: Date: 11/04/2022 Time: 7am
Street(s) to be Closed for Event Setup: Reconciliation Way between Boston Ave and Detroit Ave.

Event Start: Date: 11/04/2022 Time: 4pm
Street Closure for Event Start: Date: 11/04/2022 Time: 7am
Street(s) to be Closed for Event Start: Reconciliation Way between Boston Ave and Detroit Ave.
Run, Walk, Parade Start Time: NA
Daily Event Hours: 4 to 10pm

Event End: Date: 11/04/2022 Time: 10pm
Street Reopens after Event End: Date: 11/04/2022 Time: Midnight
Event Teardown: Date: 11/04/2022 Time: 11pm
Street Reopens after Event Teardown: Date: 11/04/2022 Time: Midnight

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 1
Number of Food Trucks: 10
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 30 Number of Service Vendors: 0
Number of Tents/Canopies: (40) 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: Owl Nite (918) 793-7003

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

Traffic Control Barricade Company: Contact, Email and Phone: RoadSafe Traffic Systems (918) 425-4550

Equipment Setup: Date: 11/03/2022 Time: 2pm Equipment Pickup: Date: 11/07/2022 Time: 10am

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): GGP Parks

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

Drone: No

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

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 11/04/2022 Time: 10am

Equipment Pickup: Date: 11/04/2022 Time: 11pm

Other information: Day of the Dead Festival - Celebrating holiday at both Guthrie Green and Living Arts

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 10-15

Performer/Band name and music type: Djs, Dancers, Hispanic bands

Sound Amplification: Yes

Start Time: Varies

Finish Time: Varies

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

Varies

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: Janitorial/Dumpsters on site

Number of Trash Receptacles: 12

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: Berry Brothers (620) 278-6005

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Business Assn

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 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: 09/16/2022 Date routed: 10/24/2022 Date for review: 11/02/2022

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 and TCP map added 10/23/2022.

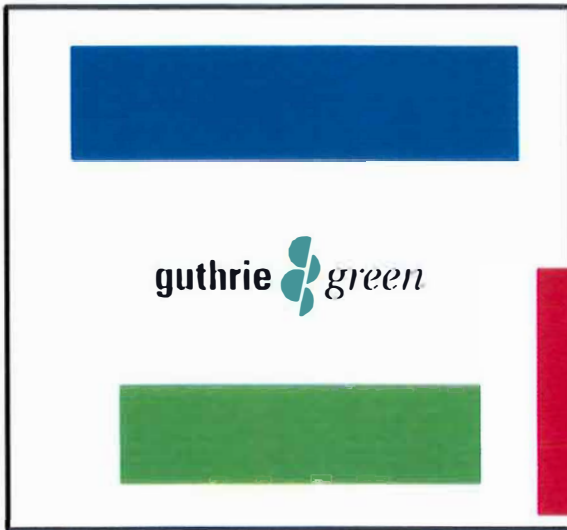
TCP map needs revising by RSTS. Detroit Ave and
MLK Blvd would need to mirror Boston Ave.

**2022 FESTIVAL
NOVEMBER 4, 2022
4:00-10:00 PM**

WHAT IS AT LIVING ARTS

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

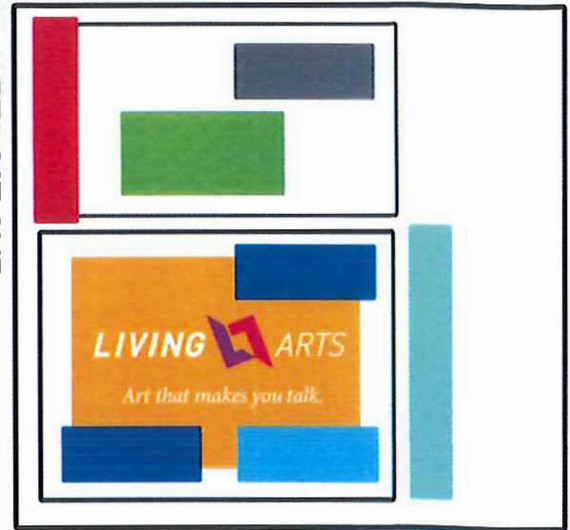
N. BOSTON AVE.



MLK JR. BLVD.



N. DETROIT AVE.



N. ELGIN AVE.



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.

