



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Tulsa Farmers' Market Date(s) of Event: Nov. 5, 12, 13, 19, 2022  
Location Address: 1 S LEWIS AVE E Council District(s): 4  
Event Description: Marketplace for local producers to sell directly to consumers  
**Event Category:** Farmers/Outdoor Market  
**Event Includes:** Tent/Canopy, Beer/Alcohol Sales, Public Right of Way, Food Sales, Merchandise Sales, Private Property, Street Closure  
Anticipated Attendance: Total: 3000 Per Day: 3000  
Anticipated Participants: Total: 45 Per Day: 45  
Number of Events for Monthly Event: 4

### Host Organization, Applicant and Professional Event Organizer Information

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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: Tulsa Farmers' Market - Kristin Hutto  
Email and Phone: kristin@tulsafarmersmarket.org 918-636-8419  
Professional Event Organizer: Kristin Hutto  
Email and Phone: kristin@tulsafarmersmarket.org 918-636-8419  
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***

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**Event Setup:** Date: 11/05/2022 Time: 6:30am  
Street Closure for Event Setup: Date: 11/05/2022 Time: 6:30am  
Street(s) to be Closed for Event Setup: Saturdays - Admiral Blvd from Lewis Ave to Pancho Anaya Bakery

**Event Start:** Date: 11/05/2022 Time: 8:30am  
Street Closure for Event Start: Date: 11/05/2022 Time: 6:30am  
Street(s) to be Closed for Event Start: Saturdays - Admiral Blvd from Lewis Ave to Pancho Anaya Bakery  
Sunday (11/13) - Whittier Square Parking Lot Only

Run, Walk, Parade Start Time: NA

Daily Event Hours: Saturdays 8:30am to 12pm  
Sunday (11/13) 10:30am to 1pm.

**Event End:** Date: 11/19/2022 Time: 12pm

Street Reopens after Event End: Date: 11/19/2022 Time: 1pm

**Event Teardown:** Date: 11/19/2022 Time: 12pm

Street Reopens after Event Teardown: Date: 11/19/2022 Time: 1pm

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable

Number of Food Vendors: 30

Number of Food Trucks: 1

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

Number of Item Vendors: 15 Number of Service Vendors: 0

Number of Tents/Canopies: (45) 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**

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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, Unpaved Lot, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): FarmBar, JTR Group, Renewal by Andersen, Boomerang Printing, Flash Flood Studios, OK AgCredit, Ascension, Barrow & Grimm, Sustainable Tulsa, Carradini Health

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**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Acoustic singer, songwriter

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: All vendors are responsible to clean up their booth area, TFM staff conducts site checks prior to street reopening

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 2

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents, Schools, Businesses, Business Assn, Neighborhood Assn, Places of Worship

**Affidavit of Applicant**

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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**

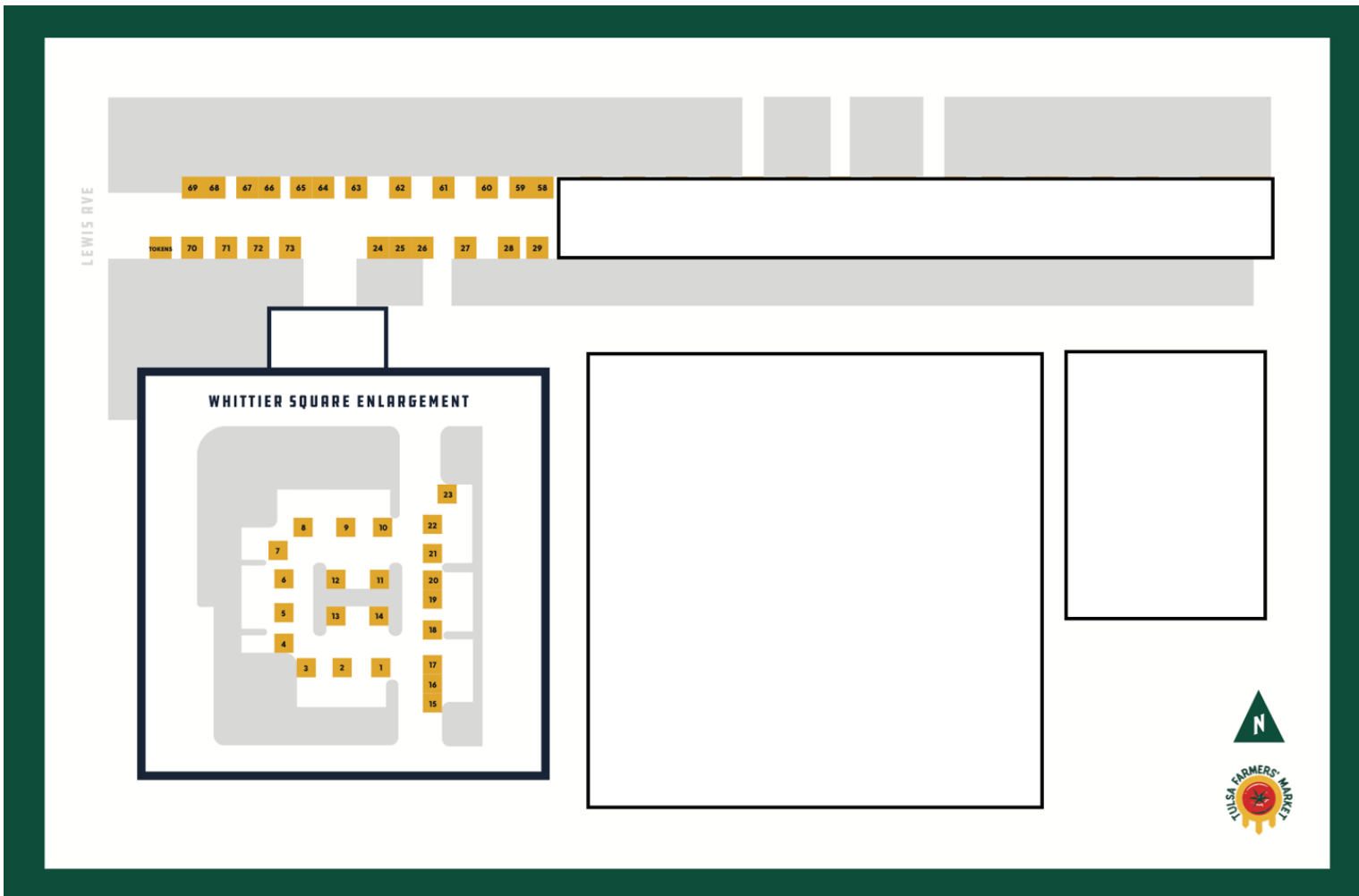
Date received: 10/05/2022 Date routed: 10/25/2022 Date for review: 11/02/2022

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 and TCP map revised 10/25/2022.





**Date:** Nov 5 to Dec 17, 2022 **Project:** Tulsa Farmers' Market  
**Comments:**  
 Road Closure: 6:30 a.m. to 1 p.m. Saturdays  
 Event Hours: 8:30 a.m. to Noon Saturdays  
 Parking Lanes not Shown | Drawing not to Scale  
 COT assumes no liability for accuracy or validity

