



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: Guthrie Green November Events Date(s) of Event: November 4, 6, 12, 13, 18, 19, and 20, 2022

Location Address: 111 E RECONCILIATION WAY N Council District(s): 4

Event Description: Please see schedule attached

**Event Category:** Concert/Performance

**Event Includes:** Amplified Sound, Generator/Electricity, Private Park, Public Right of Way, Lane Closure, Merchandise Sales, No Parking Signage, Street Closure

Anticipated Attendance: Total: 2700 Per Day: 450

Anticipated Participants: Total: 60 Per Day: 10

Number of Events for Monthly Event: 4

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

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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: Derek Combs

Email and Phone: derek@guthriegreen.com 918-671-9317

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***

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**Event Setup:** Date: 11/04/2022 Time: 6pm  
Street Closure for Event Setup: Date: 11/04/2022 Time: 7am  
Street(s) to be Closed for Event Setup: See schedule. Separate permits.

**Event Start:** Date: 11/04/2022 Time: 6pm  
Street Closure for Event Start: Date: 11/04/2022 Time: 7am  
Street(s) to be Closed for Event Start: See schedule. Separate permits.  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: See schedule

**Event End:** Date: 11/20/2022 Time: 11pm  
Street Reopens after Event End: Date: 11/21/2022 Time: 12am  
**Event Teardown:** Date: 11/21/2022 Time: 12am  
Street Reopens after Event Teardown: Date: 11/21/2022 Time: 12am

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 5  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number of Tents/Canopies: 0 Provider and Phone: NA  
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: Owl Nite Security (918) 793-7003

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

Traffic Control Barricade Company: Contact, Email and Phone: GG owns TCP equipment

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: Parking Garage, Street, ADA parking available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

**Sponsor and Other Event Information**

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Event Sponsor(s): GGP Parks

Name of Park and Location, if applicable: Guthrie Green

Drone: No

Portable Toilets:    Provider and Phone: NA

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

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: 0

Performer/Band name and music type: NA

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Dumpster 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 Janitorial (620) 278-6005

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Business Assn

**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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 10/24/2022    Date routed: 11/03/2022    Date for review: 11/09/2022

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 11/03/2022. Separate permits.

Guthrie Green Events - November 2022							
Separate Permits						Blue	
Road Closure						Green	
Date	Event Time	Name of Event	Estimated Attendance	Street Closed	Street Open	Closure Location	Event Description
11/4/2022	6pm-10pm	Day of the Dead	500+	7am	11pm	Separate Permit	Amplified Music and Possible Vendors
11/6/2022	2:30pm-6:30pm	Sunday Concert	400	7am	7pm	Parking on West side of MLK Jr Blvd / Parking on North side of Reconciliation Way/ 4 spots on East side of Boston Ave./3 parallel spots on Cameron Ave.	Food Trucks & Light Amplified Music
11/12/2022	10am-1pm	Get Your Rear in Gear	400	7am	3pm	Separate Permit	Food Trucks & Light Amplified Music
11/13/2022	2:30pm-6:30pm	Sunday Concert	400	7am	7pm	Parking on West side of MLK Jr Blvd / Parking on North side of Reconciliation Way/ 4 spots on East side of Boston Ave./3 parallel spots on Cameron Ave.	Food Trucks & Light Amplified Music
11/18/2022	all day	Route 66	500+	all day	all day	Separate Permit	Food Trucks & Light Amplified Music
11/19/2022	all day	Route 66	500+	all day	all day	Separate Permit	Food Trucks & Light Amplified Music
11/20/2022	all day	Route 66	500+	all day	all day	Separate Permit	Food Trucks & Light Amplified Music