



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

---

Name of Event: Tulsa Farmers' Market Date(s) of Event: Jan. 7 & 21, 2023  
Location Address: 1 S LEWIS AVE E Council District(s): 4  
Event Description: Market place for farmers and vendors to directly connect with their customers.

**Event Category:** Farmers/Outdoor Market

**Event Includes:** Private Property

Anticipated Attendance: Total: 600 Per Day: 600

Anticipated Participants: Total: 20 Per Day: 20

Number of Events for Monthly Event: 2

### **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: Tulsa Farmers' Market - 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: 01/07/2023 Time: 6:30am  
Street Closure for Event Setup: Date: 01/07/2023 Time: 6:30am  
Street(s) to be Closed for Event Setup: None, Whittier Square only

**Event Start:** Date: 01/07/2023 Time: 8:30am  
Street Closure for Event Start: Date: 01/07/2023 Time: 6:30am  
Street(s) to be Closed for Event Start: None, Whittier Square only  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: Jan. 7 and 21 - 8:30am to Noon

**Event End:** Date: 01/21/2023 Time: Noon  
Street Reopens after Event End: Date: 01/21/2023 Time: 1pm  
**Event Teardown:** Date: 01/21/2023 Time: Noon  
Street Reopens after Event Teardown: Date: 01/21/2023 Time: 1pm

## ***Secondary Permits Required***

---

Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 15  
Number of Food Trucks: 0  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 5 Number of Service Vendors: 0  
Number of Tents/Canopies: 20 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: 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**

---

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**

---

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: All TFM vendors are required to clean up their booth spaces per TFM rules. Staff conducts site checks prior to reopening the square.

Number of Trash Receptacles: 2

Number of Dumpsters: 0

Number of Recycling Containers: 1

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**

---

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: 12/07/2022    Date routed: 12/12/2022    Date for review: 12/21/2022

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 12/12/2022.

