



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Guthrie Green March EventsDate(s) of Event: 3/3/2023Location Address: Start: 111 E Reconciliation Way
End: 111 E Reconciliation WayCouncil District(s): 1Event Description: Please see schedule attached.**Event Category:** Festival/Celebration**Event Includes:** Private Park, Public Right of Way, No Parking SignageAnticipated Attendance: Total: 500Per Day: 500Anticipated Participants: Total: 30Per Day: 30

Number of Events for Monthly Event: Yes 1

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: Derek CombsEmail and Phone: derek@guthriegreen.com 918-671-9317Professional Event Organizer: Derek Combs, Guthrie GreenEmail 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: 03/03/2023 Time: 6pm
Street Closure for Event Setup: Date: 03/03/2023 Time: 7am
Street(s) to be Closed for Event Setup: Reserve parking spaces on north side of Reconciliation Way and 2 spots south side of Reconciliation Way

Event Start: Date: 03/03/2023 Time: 6pm
Street Closure for Event Start: Date: 03/03/2023 Time: 7am
Street(s) to be Closed for Event Start: Reserve parking spaces on north side of Reconciliation Way and 2 spots south side of Reconciliation Way

Run, Walk, Parade Start Time: NA
Daily Event Hours: 6 to 10pm

Event End: Date: 03/03/2023 Time: 10pm
Street Reopens after Event End: Date: 03/04/2023 Time: 12am

Event Teardown: Date: 03/03/2023 Time: 10pm
Street Reopens after Event Teardown: Date: 03/04/2023 Time: 12am

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 30 Number of Service Vendors: 0
Number & Sizes of Tents: 0 Provider and Phone: NA
Number of Inflatables: No 0 Provider and Phone: NA
Number of Amusement Rides: No 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: Yes Contact, Email and Phone: Owl Nite Security (918) 793-7003

Medical and/or First Aid Services: No Contact, Email and Phone: NA

Traffic Control Barricade Company: No Contact, Email and Phone: NA

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

Crowd Management Fencing Company: No 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): GPP Parks LLC

Park: Yes Name of Park and Location: Guthrie Green 111 E Reconciliation Way

Drone: No

Portable Toilets: No 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 Event 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:

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: No Describe:

NA

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Dumpsters on site. Cleaning service.

Number of Trash Receptacles: 12

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: Berry Brothers (620) 278-6005

Presented Event Concept to:

Business Assn

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 of 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: 02/07/2023 Date routed: 02/14/2023 Date for review: 03/01/2023

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: SEC meeting 02/15/2023.

Guthrie Green Events - March 2023

Separate Permits						Blue	
Road Closure						Green	
Date	Event Time	Name of Event	Estimated Attendance	Street Closed	Street Open	Closure Location	Event Description
3/3/2023	6pm-9pm	First Friday	500+	7am	12am	Parking on north side of Reconciliation Way. 2 Spots on south side of Reconciliation way.	Inside of Fly Loft