



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Guthrie Green July Events Date(s) of Event: July 7, 11, 15, 18, 20, 27, 2023

Location Address: Start: 111 E Reconciliation Way Council District(s): 1  
End: 111 E Reconciliation Way

Event Description: See schedule

**Event Category:** Concert/Performance

**Event Includes:** Amplified Sound, Generator/Electricity, Private Park, Public Right of Way, Lane Closure, Food Sales, Merchandise Sales, No Parking Signage, Please see schedule attached

Anticipated Attendance: Total: 2700 Per Day: 450

Anticipated Participants: Total: 60 Per Day: 10

Number of Events for Monthly Event: Yes 6

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

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Host Organization: Guthrie Green Website: https://guthriegreen.com/

Chief Officer of Host Organization: Derek Combs

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

Applicant Name: Derek Combs

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

Professional Event Organizer:

Email and Phone:

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: 07/07/2023 Time: 6pm  
Street Closure for Event Setup: Date: 07/07/2023 Time: 7am  
Street(s) to be Closed for Event Setup: See schedule  
**Event Start:** Date: 07/07/2023 Time: 6pm  
Street Closure for Event Start: Date: 07/07/2023 Time: 7am  
Street(s) to be Closed for Event Start: See schedule  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: See schedule  
**Event End:** Date: 07/27/2023 Time: 9pm  
Street Reopens after Event End: Date: 07/27/2023 Time: 10pm  
**Event Teardown:** Date: 07/27/2023 Time: 10pm  
Street Reopens after Event Teardown: Date: 07/27/2023 Time: 10pm

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
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 & 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**

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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: Street, Unpaved Lot, 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

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**

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Number of Stages: 1

Number of Performers/Bands: Varies

Performer/Band name and music type: Varies

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:

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Janitorial team on site. Dumpster on site.

Number of Trash Receptacles: 12

Number of Dumpsters: 1

Number of Recycling Containers: 0

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

Presented Event Concept to:

Business Assn

If not presented, please explain:

**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 of 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: 06/24/2023      Date routed: 06/26/2023      Date for review: 06/28/2023

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 06/28/2023.

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Guthrie Green Events - July 2023							
Separate Permits						Blue	
Road Closure						Red	
Parking Spots Only						Green	
Date	Event Time	Name of Event	Estimated Attendance	Street Closed	Street Open	Closure Location	Event Description
7/7/2023	6p-9p	First Friday	500+	7am	12am	Parking on MLK Jr. Blvd. Parking on North side of Reconciliation Way	Possible vendors, food trucks and amplified sound
7/11/2023	8p-10p	Starlight Concert Series	500+	7am	11pm	Parking on MLK Jr. Blvd. 4 parking spots on North side of Reconciliation Way.	Food trucks and amplified sound
7/15/2023	10a-12p	Saturday Morning Cartoons	300+	7am	2pm	Parking on MLK Jr. Blvd. Parking on North side of Reconciliation Way. 3 parking spots on East side of Boston Ave.	Food trucks and amplified sound
7/18/2023	8p-10p	Starlight Concert Series	500+	7am	11pm	Parking on MLK Jr. Blvd. 4 parking spots on North side of Reconciliation Way.	Food trucks and amplified sound
7/20/2023	7p-9p	Movie Night	300+	7am	10pm	Parking on MLK Jr. Blvd. 4 parking spots on North side of Reconciliation Way. 3 parking spots on East side of Boston Ave.	Food trucks and amplified sound
7/27/2023	7p-9p	Blue Whale Movie Night	300+	7am	10pm	Parking on MLK Jr. Blvd. 4 parking spots on North side of Reconciliation Way. 3 parking spots on East side of Boston Ave.	Food trucks and amplified sound