



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Jazz On The Green

Date(s) of Event: August 19, 2023

Location Address: Start: 200 N Boston Ave  
End: 300 N Boston Ave

Council District(s): 1

Event Description: 4th Annual Jazz Concert at Guthrie Green. Live Music.

**Event Category:** Street, Lane, or Sidewalk Closure

**Event Includes:** Amplified Sound, Tent/Canopy, Private Park, Public Right of Way, Live Entertainment, Food Sales, No Parking Signage, Street Closure

Anticipated Attendance: Total: 1000

Per Day: 1000

Anticipated Participants: Total: 0

Per Day: 0

Number of Events for Monthly Event: No

### 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: Michael Fields

Email and Phone: michael@wftproductions.org 918-471-2920

Applicant Name: Michael Fields

Email and Phone: michael@wftproductions.org 918-471-2920

Professional Event Organizer:

Email and Phone:

On-site Contact: Derek Combs

Mobile: 918-671-9317

Billing Contact: Water From The Rock  
Productions LLC

Phone: 918-471-2920

Billing Address: 7122 S SHERIDAN RD E 1  
Tulsa, OK 74136

## ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 08/19/2023 Time: 10am  
Street Closure for Event Setup: Date: 08/19/2023 Time: 11am  
Street(s) to be Closed for Event Setup: Boston Ave between Reconciliation Way and Cameron St  
**Event Start:** Date: 08/19/2023 Time: 5pm  
Street Closure for Event Start: Date: 08/19/2023 Time: 11am  
Street(s) to be Closed for Event Start: Boston Ave between Reconciliation Way and Cameron St.  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 5 - 10pm  
**Event End:** Date: 08/19/2023 Time: 10pm  
Street Reopens after Event End: Date: 08/19/2023 Time: 11pm  
**Event Teardown:** Date: 08/19/2023 Time: 10pm  
Street Reopens after Event Teardown: Date: 08/19/2023 Time: 11 pm

## ***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 & Sizes of Tents: 11 - TBD Provider and Phone: TBD  
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 Night Security (918) 794-7003

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

Traffic Control Barricade Company: No Contact, Email and Phone: Guthrie Green will provide traffic equipment

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

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

**Sponsor and Other Event Information**

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Event Sponsor(s): Bill Knight Lincoln, Visit Tulsa, Francis Energy

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: Restrooms at Guthrie Green

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 5

Performer/Band name and music type: Michael Fields Jr.  
Fred Smith  
Kim Scott  
Grady Nichols  
Funk Factory

Sound Amplification: Yes

Start Time: 5pm

Finish Time: 10pm

Please describe the sound equipment that will be used for your event:

Guthrie Green Sound System

Sound checks conducted prior to the event: Yes

Start Time: 3 pm

Finish Time: 4:30pm

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: Guthrie Green handles clean up.

Number of Trash Receptacles: 20

Number of Dumpsters: 20

Number of Recycling Containers: 20

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Businesses

If not presented, please explain:

NA

**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: 06/28/2023      Date routed: 07/24/2023      Date for review: 08/09/2023

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 07/26/2023. Mayor agenda 08/02/2023. City Council 08/09/2023. Application (incomplete) revised 07/24/2023. Tents still pending. Road closure (Boston instead of MLK) and TCP map revised 07/24/2023.

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Date: August 19, 2023 Project: Jazz on the Green

Comments:  
Road Closure: 11 a.m. - 11 p.m.  
Event Hours: 5 - 10 p.m.  
Parking/Bike Lanes not Shown | Drawing not to Scale  
COT assumes no liability for accuracy or validity



Entrance Exit

**P**

**P**

**P**

Public Parking @ the  
Parking Garage located @  
1st Street & Main Street.

**P**

**P**

Event Field

**P**

W Cameron St

CLUB 209 - THE ARTS BAR-

Alley

HUNT CLUB  
VANGUARD  
Chimera

Alley

Wuthrie Green

ROAD CLOSED

E Cameron St

WPX Energy Headquarters

W Reconciliation Way

Julio Tomasco's Mexicali BORDER CAFE

**P**

46

Bench Park

FAIRFIELD INN & SUITES  
Marriott

N Boston Ave

WODY WUTHRIE

ROAD CLOSED AHEAD

**P**

E Reconciliation Way

**P**

N Boulder Ave

N Main St

N Boston Ave

M L King Jr Blvd

N Detroit Ave

N Boulder Ave

N Main St

N Boston Ave

M L King Jr Blvd

N Detroit Ave

W Easton St

W Cameron St

W Reconciliation Way

E Archer St

E Cameron St

E Reconciliation Way

E Archer St