



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Downtown Midweek Market

Date(s) of Event: Nov. 1, 8, 15, 2023

Location Address: Start: 600 S. Main St
End: 600 S. Boston Ave

Council District(s): 4

Event Description: The Downtown Midweek Market will host local vendors to sell fresh and pre-made foods and artisan goods. Market programming will feature local artists and performers.

Event Category: Farmers/Outdoor Market

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Public Park, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Street Closure

Anticipated Attendance: Total: 900

Per Day: 300

Anticipated Participants: Total: 150

Per Day: 50

Number of Events for Monthly Event: Yes 3

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Downtown Tulsa Partnership Website: https://downtowntulsa.com/
(918) 671-2708

Chief Officer of Host Organization: Brian Kurtz

Email and Phone: bkurtz@cityoftulsa.org 918-732-9353

Applicant Name: Morgan Phillips

Email and Phone: morgan@downtowntulsa.com 918-671-2708

Professional Event Organizer:

Email and Phone:

On-site Contact: Morgan Phillips Mobile: 918-671-2708

Billing Contact: Downtown Tulsa Partnership Phone: 918-671-2708

Billing Address: 401 S BOSTON AVE E
Tulsa, OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/01/2023 Time: Noon
Street Closure for Event Setup: Date: 11/01/2023 Time: 2:00 PM
Street(s) to be Closed for Event Setup: Eastbound lane of 6th St from Main St to Boston Ave.
Event Start: Date: 11/01/2023 Time: 4:00 PM
Street Closure for Event Start: Date: 11/01/2023 Time: 2:00 PM
Street(s) to be Closed for Event Start: Eastbound lane of 6th St from Main St to Boston Ave.
Run, Walk, Parade Start Time: NA
Daily Event Hours: 4:00 - 7:00 PM
Event End: Date: 11/15/2023 Time: 7:00 PM
Street Reopens after Event End: Date: 11/15/2023 Time: 8:00 PM
Event Teardown: Date: 11/15/2023 Time: 7:30 PM
Street Reopens after Event Teardown: Date: 11/15/2023 Time: 8:00 PM

Secondary Permits Required

Beer Sales, Alcohol Sales: Wine Sales, Alcohol (Spirits) Sales, Beer Sales
Number of Food Vendors: 15
Number of Food Trucks: 3
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 30 Number of Service Vendors: 2
Number & Sizes of Tents: 40 - 10 x 10 Provider and Phone: DTP and vendors
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: No Contact, Email and Phone: NA

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

Traffic Control Barricade Company: No Contact, Email and Phone: DTP (918) 671-2708

Equipment Setup: Date: 11/01/2023 Time: 2:00 PM Equipment Pickup: Date: 11/15/2023 Time: 8:00 PM

Crowd Management Fencing Company: No Contact, Email and Phone: NA

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

Parking Type: Street, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Downtown Tulsa Partnership, BAM Properties, Tulsa Remote, Elote/Roppongi/The Vault

Park: Yes Name of Park and Location: Chapman Green, 600 S. Main St

Drone: No

Portable Toilets: Yes Provider and Phone: On Call Services and Rentals (918) 397-7787

Total Number of Portable Toilets: 1 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 10/04/2023 Time: 2:00 PM

Equipment Pickup: Date: 11/15/2023 Time: 8:00 PM

Other Event Information: See maps. Street reopens and traffic control equipment and portable restroom removed after clean-up each Wednesday.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Various local musicians

Sound Amplification: Yes

Start Time: 4:00 PM

Finish Time: 7:00 PM

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

2-4 speakers on risers with mic

Sound checks conducted prior to the event: Yes

Start Time: 3:45 PM

Finish Time: 4:00 PM

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: Yes Describe:

General Market signage

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Vendors will be responsible for cleaning up their own areas, followed by inspection and further cleanup from DTP staff.

Number of Trash Receptacles: 4

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: DTP Ambassadors will clean the site, including powerwashing weekly

Presented Event Concept to:

Residents, Business Assn, Businesses, Places of Worship

If not presented, please explain:

NA

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: 10/23/2023 Date routed: 10/24/2023 Date for review: 11/01/2023

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 11/01/2023. Mayor agenda
11/01/2023. City Council agenda 11/01/2023.

Arvest Bank

S Main St

Boston Title & Abstract

VENDOR / CUSTOMER PARKING

VENDORS WITH TRAILERS

Jar...
J.D.,
Legal...
you Ba... | Let Our...

Chapman Green

INFO

VENDOR BOOTHS

VENDOR BOOTHS

W 6th St

STAGE

FOOD TRUCKS

VENDOR PARKING

VENDOR PARKING

VENDOR / CUSTOMER PARKING

RumbleDrum
Events / Corp
Social | Supp

17 West Hotel, Ascend
Hotel Collection
3.4 ★ (157)

Date: Sept. 13 - Nov. 29 **Project:** Downtown Midweek Market

Comments:
 Road Closure | 2 to 8 p.m. every Wednesday
 Market Hours | 4 to 7 p.m. every Wednesday
 Bike Lanes/Parking Spaces not Shown | Drawing not to Scale
 COT assumes no liability for accuracy or validity

