



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Guthrie Green December Events

Date(s) of Event: December 1, 2, 15, 16, 17, 18, 19, 20, 21, 22, 2023

Location Address: Start: 100 E Reconciliation Way
End: 200 N MLK Jr Blvd

Council District(s): 1

Event Description: See Schedule

Event Category: Concert/Performance

Event Includes: Amplified Sound, Generator/Electricity, Private Park, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Street Closure, 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 4

Host Organization, Applicant and Professional Event Organizer Information

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

Event Setup: Date: 12/01/2023 Time: 6pm
Street Closure for Event Setup: Date: 12/01/2023 Time: 7am
Street(s) to be Closed for Event Setup: Reconciliation Way between Boston Ave and MLK Jr Blvd
Event Start: Date: 12/01/2023 Time: 6pm
Street Closure for Event Start: Date: 12/01/2023 Time: 7am
Street(s) to be Closed for Event Start: Reconciliation Way between Boston Ave and MLK Jr Blvd
Run, Walk, Parade Start Time: NA
Daily Event Hours: See Schedule
Event End: Date: 12/22/2023 Time: 9pm
Street Reopens after Event End: Date: 12/23/2023 Time: 12am
Event Teardown: Date: 12/22/2023 Time: 9pm
Street Reopens after Event Teardown: Date: 12/23/2023 Time: 12am

Secondary Permits Required

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: 25 Number of Service Vendors: 0
Number & Sizes of Tents: 8 - 20x20 Provider and Phone: ABCO Rentals (918) 583-6557
tents to be
made into 2 -
20x80s
Number of Inflatables: Yes 3 Provider and Phone: Jumpin Jiminy (918)291-5867
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: OwNite Security (918) 794-7003

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

Traffic Control Barricade Company: Yes Contact, Email and Phone: RoadSafe Traffic Systems (918) 425-4550

Equipment Setup: Date: 12/01/2023 Time: 7am Equipment Pickup: Date: 12/22/2023 Time: 9pm

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, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): GGP Park

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: See Schedule and TCP Map

Entertainment and Related Activities

Number of Stages: 1

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: Janitorial service/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:

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: 11/1 /2023 Date routed: 11/20/2023 Date for review: 11/29/2023

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: 12/0 /2023

11/29/2023. City Council agenda 11/29/2023. Application revised 11/20/2023.

Guthrie Green Events - November 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
12/1/2023	6p-9p	GLOW on the Green	500+	7am		Closing Reconciliation Way. All parking on West side of MLK Jr. Blvd. All parking on East side of Boston Ave.	Food trucks, possible vendors and amplified sound
12/2/2023	6p-9p	Art in the Park	500+		12am	Closing Reconciliation Way. All parking on West side of MLK Jr. Blvd. All parking on East side of Boston Ave.	Food trucks, possible vendors and amplified sound
12/11-12/14	9a-9p	Jolly Town Load in	N/A	N/A	N/A	Conning off (reserving) parking on East side of Boston Ave. 15 spots.	N/A
12/15-12/23	6p-9p	Jolly Town	500+	N/A	N/A	Conning off (reserving) parking on East side of Boston Ave. 15 spots. Also conning off (reserving) all 8 parking spots on the Southwest side of Cameron St.	Amplified sound

W Easton St

N Boulder Ave

N Main St

N Boston Ave

Date: Varies 2023 **Project:** Reconciliation Way Closure

Comments:
 Road Closure | 7 a.m. to 10 p.m. (Subject to Change)
 Event Hours | Varies each event (See Schedule)
 Parking/Bike Lanes not Shown | Drawing not to Scale
 COT assumes no liability for accuracy or validity



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Event Field

P

Cain's
SINCE 1978
BALLROOM
TULSA

Entrance

Exit

P

Oklahoma's Own™
GRIFFIN COMMUNICATIONS

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M L King Jr Blvd



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

GYPSY

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N Detroit Ave

W Cameron St

CLUB 209
-THE ARTS BAR-

Alley

HUNT CLUB
SINCE 1908
VANGUARD
Sutton Western Shop
CHIMERA

THE TAVERN

Alley

SPECIAL EVENT AHEAD

CAZ'S

Guthrie Green
THE BRUSH LAWN

ROAD CLOSED

SPECIAL EVENT AHEAD

E Cameron St

WPX Energy Headquarters

ROAD CLOSED AHEAD

SPECIAL EVENT AHEAD

W Reconciliation Way

N Boulder Ave

N Main St

N Boston Ave

Julio Tomasco's
Mexicali
BORDER CAFE
A Tulsa Tradition

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46

Bench Park

SPECIAL EVENT AHEAD

FAIRFIELD INN & SUITES
Marriott

ROAD CLOSED AHEAD

ENTER

SPECIAL EVENT AHEAD

ROAD CLOSED

ROAD CLOSED

P

SPECIAL EVENT AHEAD

M L King Jr Blvd

E Reconciliation Way

P

SPECIAL EVENT AHEAD

N Detroit Ave

E Archer St

E Archer St