



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Guthrie Green February First Friday

Date(s) of Event: February 2, 2024

Location Address: Start: 117 N Boston Ave
End: 117 N Boston Ave

Council District(s): 1

Event Description: Guthrie Green First Friday vendor market inside Fly Loft.

Event Category: Miscellaneous

Event Includes: Generator/Electricity, Private Park, Public Right of Way, Food Sales, Merchandise Sales, No Parking Signage, Reserved parking for vendors

Anticipated Attendance: Total: 1000

Per Day: 1000

Anticipated Participants: Total: 12

Per Day: 12

Number of Events for Monthly Event: No

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: 02/02/2024 Time: 6pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A - Reserve No Parking Spaces at 4pm - 9pm

Event Start: Date: 02/02/2024 Time: 6pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: N/A - Reserve No Parking Spaces at 4pm - 9pm
Run, Walk, Parade Start Time: N/A
Daily Event Hours: N/A

Event End: Date: 02/02/2024 Time: 9pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 02/02/2024 Time: 9pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 1
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 12 Number of Service Vendors: 0
Number & Sizes of Tents: 0 Provider and Phone: N/A
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: N/A

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: N/A

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

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

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

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

Parking Type: Street, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

Sponsor and Other Event Information

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: N/A

Total Number of Portable Toilets: 0 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other Event Information: Reserve 10 parking spots on North side of Reconciliation Way and 2 spots on East side of Boston Avenue in front of Fly Loft 4pm - 9pm

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time:

Finish Time:

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

N/A

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:

N/A

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

N/A

Mitigation of Impact

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

Number of Trash Receptacles: 3

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

If not presented, please explain:

N/A

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: 01/23/2024 Date routed: 01/23/2024 Date for review: 01/31/2024

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 01/24/2024

