



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Downtown Midweek Market

Date(s) of Event: June 5, 12, 19, 26, 2024

Location Address: Start: Chapman Green, 600 S. Main St  
End: Chapman Green, 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: 1200

Per Day: 300

Anticipated Participants: Total: 200

Per Day: 50

Number of Events for Monthly Event: Yes 4

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

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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**

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**Event Setup:** Date: 06/05/2024 Time: 11am  
Street Closure for Event Setup: Date: 06/05/2024 Time: 2pm  
Street(s) to be Closed for Event Setup: Eastbound Traffic Lane of 6th St from Main St to Boston Ave each Wednesday, 2pm - 8pm

**Event Start:** Date: 06/05/2024 Time: 4pm  
Street Closure for Event Start: Date: 06/05/2024 Time: 2pm  
Street(s) to be Closed for Event Start: See Map. The south parking lane of 6th St between Main St and Boston Ave will close from 11 am – 8 pm each Wednesday. The east parking lane on Main Street between 6th St and 7th St will be closed from 12 - 8 pm. each Wednesday.

Run, Walk, Parade Start Time: NA  
Daily Event Hours: 4pm - 7pm every Wednesday

**Event End:** Date: 06/26/2024 Time: 7pm  
Street Reopens after Event End: Date: 06/26/2024 Time: 8pm

**Event Teardown:** Date: 06/26/2024 Time: 7pm  
Street Reopens after Event Teardown: Date: 06/26/2024 Time: 8pm

## **Secondary Permits Required**

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Beer Sales, Alcohol Sales: Wine 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: 50 - 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**

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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: 06/05/2024 Time: 2:00 PM Equipment Pickup: Date: 06/26/2024 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**

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Event Sponsor(s): Downtown Tulsa Partnership, Block By Block, Narrate, Atlas School, Elote Cafe

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: 06/05/2024 Time: 2:00 PM

Equipment Pickup: Date: 06/05/2024 Time: 8:00 PM

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

The planned parking closures will be marked with signage/cones on the sidewalk 72 hours in advance of the Markets, then our Ambassadors will set the cones into parking spots at 11 am and 12 pm each Wednesday.

**Entertainment and Related Activities**

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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:

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

General Market signage

**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: 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, Downtown residential buildings, restaurants, and 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: 05/15/2024      Date routed: 05/1 /2024      Date for review: 05/22/2024  
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: \_\_\_\_\_ 05/2 /2024  
05/22/2024                                  05/22/2024                                  05/2 /2024

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Arvest Bank

S Main St

Boston Title & Abstract

VENDOR / CUSTOMER PARKING

VENDORS WITH TRAILERS

Ropp Rame

Jar J.D. Legal you Back Let Our...

Chapman Green

INFO

VENDOR BOOTHS

VENDOR BOOTHS

W 6th St

STAGE

VENDOR PARKING

FOOD TRUCKS

VENDOR PARKING

VENDOR / CUSTOMER PARKING

RumbleDr Events / Corp Social | Supp

17 West Hotel, Ascend Hotel Collection

3.4 ★ (157)

**Date:** April. 24 - Nov. 29 **Project:** Downtown Midweek Market

**Comments:**

Lane Closure: 2 to 8 p.m. every Wednesday  
Market Hours: 4 to 7 p.m. every Wednesday  
6th St Reserve Parking: 11 a.m. - 8 p.m. every Wednesday  
Main St Reserve Parking: Noon - 8 p.m. every Wednesday  
Bike Lanes/Parking Spaces not Shown | Drawing not to Scale  
COT assumes no liability for accuracy or validity



*Bartlett Square Fountain*

5th Street

Boulder Avenue

Main Street

Alley

Boston Avenue

Cincinnati Avenue



6th Street

Boulder Avenue

Alley

Main Street

Boston Avenue

Cincinnati Avenue

TULSA PARKS  
H.A. Chapman Greens



7th Street



7th Street