



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: 918 Day Festival Date(s) of Event: Thursday, September 18, 2025

Location Address: Start: 600 S Main St Council District(s): 4
End: 600 S Boston Ave

Event Description: The 918 Day Festival will honor the cultural arts of Tulsa's many vibrant ethnic and racial communities. This event will elevate the unique perspectives and stories of all Tulsans, engaging them in DTP's work to create a Downtown that is truly everyone's neighborhood!

Event Category: Festival/Celebration

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, Sidewalk Closure, Street Closure

Anticipated Attendance: Total: 750 Per Day: 750

Anticipated Participants: Total: 50 Per Day: 50

Number of Events for Monthly Event: No

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: Cassie Williams

Email and Phone: cassie@downtowntulsa.com 405-513-1751

Professional Event Organizer:

Email and Phone:

On-site Contact: Cassie Williams Mobile: 405-513-1751

Billing Contact: Downtown Tulsa Partnership Phone: 405-513-1751

Billing Address: 321 S BOSTON AVE E
Tulsa, OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/18/2025 Time: 12:00 PM
Street Closure for Event Setup: Date: 09/18/2025 Time: Noon
Street(s) to be Closed for Event Setup: 6th St. between Boston Ave and Main St
Boston Ave between 6th St and 7th St
Main St between 6th St and 7th St
Event Start: Date: 09/18/2025 Time: 5:00 PM
Street Closure for Event Start: Date: 09/18/2025 Time: Noon
Street(s) to be Closed for Event Start: See TCP Maps
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 5 PM - 9 PM
Event End: Date: 09/18/2025 Time: 9:00 PM
Street Reopens after Event End: Date: 09/18/2025 Time: 9:30 PM
Event Teardown: Date: 09/18/2025 Time: 9:00 PM
Street Reopens after Event Teardown: Date: 09/18/2025 Time: 9:30 PM

Secondary Permits Required

Beer Sales, Alcohol Sales: Beer Sales
Number of Food Vendors: 5
Number of Food Trucks: 10
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 35 Number of Service Vendors: 5
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: No Contact, Email and Phone: Our Safety Ambassadors will be onsite throughout the event.

Medical and/or First Aid Services: No Contact, Email and Phone: We have a First Aid Kit on site.

Traffic Control Barricade Company: Yes Contact, Email and Phone: RoadSafe Traffic Systems, Mark Lemley, MLemley@roadsafetraffic.com (346) 656-9113

Equipment Setup: Date: 09/18/2025 Time: 2:00 PM Equipment Pickup: Date: 09/18/2025 Time: 9:30 PM

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): Phillips Theological Seminary, TYPROS, American Waste Control, Miller-Tippens Construction, BOK Financial.

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

Drone: No

Portable Toilets: Yes Provider and Phone: OnCall Rentals (918) 972-1786

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 09/18/2025 Time: 3:00 PM

Equipment Pickup: Date: 09/18/2025 Time: 9:30 PM

Other Event Information: See Attachments

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 8

Performer/Band name and music type: Cultural

Sound Amplification: Yes

Start Time: 5:00 PM

Finish Time: 9:00 PM

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

Amps

Sound checks conducted prior to the event: Yes

Start Time: 4:30 PM

Finish Time: 5:00 PM

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

918 Day Festival

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

Lighting totems on the green provided by Dreamspace Labs

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will encourage all vendors to clean up thier spots, but we also have our cleaning ambassadors and up to 15 volunteers to help with teardown and clean up!

Number of Trash Receptacles: 8

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, Schools, Neighborhood Assn, Business Assn, Businesses

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: 08/06/2025 Date routed: 09/09/2025 Date for review: 09/17/2025

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 09/10/2025. Mayor agenda
09/17/2025. City Council 09/17/2025. Application and TCP maps revised 09/09/2025.

W 5th St

S Main St

E 6th St

Arvest Bank

DGX
Convenience store

Boston Title
& Abstract

Roppongi
Ramen • \$\$

Chase

Jared K. Nelson,
J.D., LL.M.
Legal Issues Holding
you Back? | Let Our...

Chapman Green

W 6th St

VENDOR BOOTHS

INFO

VENDOR BOOTHS

VENDOR BOOTHS

VENDOR BOOTHS

FOOD TRUCKS &
SEATING

FOOD TRUCKS &
SEATING

STAGE

STAGE

FREE VENDOR & EVENT PARKING
3-8 PM

RumbleDrum
Events / Corporate /
Social | Support in...

17 West Hotel, Ascend
Hotel Collection
3.4 ★ (157)
3-star hotel



Date: 8/1/2024 Author: DAVID FIELDER Project: E. 6TH ST. & S. MAIN ST. 918 DAY FESTIVAL

Comments:

THIS TRAFFIC CONTROL PLAN WAS DRAFTED IN ACCORDANCE WITH M.U.T.C.D. & O.D.O.T. SPECIFICATIONS. ROADSFAFE TRAFFIC SYSTEMS PROVIDED THIS DRAFT TO THE CUSTOMER AS A SERVICE AND IS TO BE SUBMITTED TO THE AUTHORITATIVE AGENCY FOR REVIEW AND MODIFICATION IF NEEDED. ROADSFAFE TRAFFIC SYSTEMS ASSUMES NO LIABILITY FOR ACCURACY OR VALIDITY.





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