



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: KWM Community Celebration on the SquareDate(s) of Event: Thursday, Sept. 18, 2025Location Address: Start: 1 S. Lewis Ave
End: 1 S. Lewis Ave.Council District(s): 4Event Description: Community Celebration Day. Music-Food Trucks**Event Category:** Festival/Celebration**Event Includes:** Live Entertainment, Food Sales, Private PropertyAnticipated Attendance: Total: 400Per Day: 400Anticipated Participants: Total: 0Per Day: 0Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Kendall Whittier Main StreetWebsite: <http://visitkendallwhittier.com/>Chief Officer of Host Organization: Evon MarkumEmail and Phone: historickwms@gmail.com 918-633-1934Applicant Name: Ed SharrerEmail and Phone: historickwms@gmail.com 918-633-1934

Professional Event Organizer:

Email and Phone:

On-site Contact: Evon MarkumMobile: 918-633-1934Billing Contact: Kendall Whittier Main StreetPhone: 918-633-1934Billing Address: 2216 E Admiral BLVD
Tulsa, OK 74110

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>09/18/2025</u>	Time: <u>5 pm</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	<u>N/A - Parking Lot Only</u>	
Event Start:	Date: <u>09/18/2025</u>	Time: <u>4 pm</u>
Street Closure for Event Start:	Date:	Time:
Street(s) to be Closed for Event Start:	<u>N/A - Parking Lot Only</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>5 pm -9 pm</u>	
Event End:	Date: <u>09/18/2025</u>	Time: <u>9 pm</u>
Street Reopens after Event End:	Date:	Time:
Event Teardown:	Date: <u>09/18/2025</u>	Time: <u>9 pm</u>
Street Reopens after Event Teardown:	Date:	Time:

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>		
Number of Food Vendors:	<u>2</u>		
Number of Food Trucks:	<u>2</u>		
Food Cooked on-site:	<u>Yes</u>	Fuel(s) to be used:	<u>Electric, Gas</u>
Number of Item Vendors:	<u>0</u>	Number of Service Vendors:	<u>0</u>
Number & Sizes of Tents:	<u>0</u>	Provider and Phone:	<u>N/A</u>
Number of Inflatables:	<u>No</u> <u>0</u>	Provider and Phone:	<u>NA</u>
Number of Amusement Rides:	<u>No</u> <u>0</u>	Provider and Phone:	<u>NA</u>
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>		
Provider and Phone:	<u>N/A</u>		

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Yes Contact, Email and Phone: Self Security - Board Members will provide services

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

Traffic Control Barricade Company: No Contact, Email and Phone: Farmers Market is lending us theirs for only the entrance to the Whittier Square Parking Lot - Corner of Lewis Ave. & East Admiral Blvd.

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

Crowd Management Fencing Company: Yes Contact, Email and Phone: Tulsa Farmers Market will allow us to use theirs

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

Parking Type: Parking Garage, Paved Lot

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): Fowler Automotive
GKFF
American Heritage Bank

Park: No Name of Park and Location: N/A

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service, 918-272-0568

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

Equipment Setup: Date: 09/18/2025 Time: 3 pm

Equipment Pickup: Date: 09/19/2025 Time: 10 am

Other Event Information: See Attachment

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 4

Performer/Band name and music type: Barrell Fish
DJ Klave
TBD

Sound Amplification: Yes

Start Time: 5 pm

Finish Time: 9 pm

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

Mic & Music

Sound checks conducted prior to the event: No

Start Time: N/A

Finish Time: N/A

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: Yes Describe:

Lights on the Square

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Hired clean-up crew

Number of Trash Receptacles: 6

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: Yes Provider and Phone: Joey Casey with KWID

Presented Event Concept to:

Residents, Businesses, Newsletter & Social Media & Posters

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: 08/22/2025 Date routed: 09/18/2025 Date for review: Email Review

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.

Application and fees revised 09/18/2025. Site plan pending.
