



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: WLO Annual PLPDate(s) of Event: Friday, Sept. 4, 2026Location Address: Start: 500 W 7th St
End: 400 W 7th StCouncil District(s): 4

Event Description: This is a private event hosted by Wirth Law Office. It is a social gathering intended to foster professional relationships and referrals within the local legal community. The event will include food trucks, family-friendly entertainment such as inflatables and lawn games, and music. The purpose is to provide a relaxed atmosphere for networking among attorneys, legal staff, and affiliated professionals. The event will be supervised by staff to ensure safety and compliance with all applicable ordinances

Event Category: Street/Block PartyEvent Includes: Amplified Sound, Public Right of Way, Lane Closure, Food Sales, Sidewalk Closure, Private Property, Street ClosureAnticipated Attendance: Total: 300Per Day: 300Anticipated Participants: Total: 300Per Day: 300Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Wirth Law OfficeWebsite: <https://www.wirthlawoffice.com/>Chief Officer of Host Organization: Kristen WallerEmail and Phone: kris@wirthlawoffice.com 918-932-2800Applicant Name: Cassandra Ortega TrejoEmail and Phone: cassandra@wirthlawoffice.com 918-932-2800

Professional Event Organizer:

Email and Phone:

On-site Contact: Cassandra Ortega TrejoMobile: 541-390-6783Billing Contact: Wirth Law OfficePhone: 918-932-2800Billing Address: 500 W 7TH ST S
Tulsa, OK 74119

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/04/2026 Time: 5:00 P.M.
Street Closure for Event Setup: Date: 09/04/2026 Time: 4:00 P.M.
Street(s) to be Closed for Event Setup: West 7th St between Frisco Ave and Elwood Ave. Closed 4:00 - 11:00 PM

Event Start: Date: 09/04/2026 Time: 6:00 P.M.
Street Closure for Event Start: Date: 09/04/2026 Time: 4:00 P.M.
Street(s) to be Closed for Event Start: West 7th St between Frisco Ave and Elwood Ave. Closed 4:00 - 11:00 PM

Run, Walk, Parade Start Time: N/A
Daily Event Hours: 6:00 - 9:00 P.M.

Event End: Date: 09/04/2026 Time: 9:00 P.M.
Street Reopens after Event End: Date: 09/04/2026 Time: 11:00 P.M.

Event Teardown: Date: 09/04/2026 Time: 9:30-10:30 P.M.
Street Reopens after Event Teardown: Date: 09/04/2026 Time: 11:00 P.M.

Secondary Permits Required

Beer Sales, Alcohol Sales: Beer Sales
Number of Food Vendors: 3
Number of Food Trucks: 3
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 0 Provider and Phone: N/A
Number of Inflatables: Yes 1 Provider and Phone: MoBounce OK, 918-840-6258
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: N/A

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

Traffic Control Barricade Company: Yes Contact, Email and Phone: Direct Traffic Control, 918-836-0666, dtci@directtrafficcontrol.com

Equipment Setup: Date: 09/04/2026 Time: 4:00 P.M. Equipment Pickup: Date: 09/04/2026 Time: 10:30 P.M.

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

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

Parking Type: Street, Paved Lot

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): N/A

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

Drone: No

Portable Toilets: Yes Provider and Phone: On Call Services, 918-887-3326

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

Equipment Setup: Date: 09/04/2026 Time: 10:00 A.M.

Equipment Pickup: Date: 09/05/2026 Time: 10:00 A.M.

Other Event Information: See attachment(s). Due to weather, road construction or unforeseen circumstances, the timelines for activities and closures (including relocation, if necessary) are subject to change.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: DJ

Sound Amplification: Yes

Start Time: 5:00 P.M. Finish Time: 9:00 P.M.

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

DJ Speakers

Sound checks conducted prior to the event: Yes

Start Time: 5:00 P.M. Finish Time: 5:10 P.M.

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: Immediately following the conclusion of the event, event employees will:

Collect all trash and recyclables from the event area.

Remove all temporary event materials, including signage, decorations, tables, chairs, tents, barricades, and equipment.

Sweep the event area to remove any remaining debris.

Inspect sidewalks, curbs, gutters, and surrounding public areas for litter.

Dispose of all collected waste in approved dumpsters or designated waste collection locations.

Number of Trash Receptacles: 5

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

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: 07/07/2026 Date routed: 08/18/2026 Date for review: 08/26/2026

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 08/19/2026. Mayor agenda
08/26/2026. City Council agenda 08/26/2026. Application complete and TCP map finalized 08/18/2026.

