



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Ruby MarketDate(s) of Event: Saturday, October 10, 2026Location Address: Start: 409 E 8th Street
End: 715 S Elgin AveCouncil District(s): 4Event Description: Outdoor art market. Ruby Clay Company handles the point of sale for this event (for the individual artist vendors). There will be food trucks and individual artist vendors.Event Category: Farmers/Outdoor MarketEvent Includes: Tent/Canopy, Public Right of Way, Food Sales, Merchandise Sales, No Parking Signage, Private Property, Parking spots blocked for food trucksAnticipated Attendance: Total: 500Per Day: 500Anticipated Participants: Total: 500Per Day: 500Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Ruby Clay CompanyWebsite: rubyclaycompany.comChief Officer of Host Organization: Maddie SchmidtEmail and Phone: maddie@rubyclaycompany.com 918-551-6664Applicant Name: Maddie SchmidtEmail and Phone: maddie@rubyclaycompany.com 918-551-6664

Professional Event Organizer:

Email and Phone:

On-site Contact: Maddie SchmidtMobile: 918-346-7192Billing Contact: Ruby Clay CompanyPhone: 918-551-6664Billing Address: 409 E 8TH ST S
Tulsa, OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/10/2026 Time: 8am
Street Closure for Event Setup: Date: 10/10/2026 Time: 8am
Street(s) to be Closed for Event Setup: Reserving Parking Spaces
Event Start: Date: 10/10/2026 Time: 10am
Street Closure for Event Start: Date: 10/10/2026 Time: 8am
Street(s) to be Closed for Event Start: Reserving Parking Spaces - See Map
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 10am-5pm
Event End: Date: 10/10/2026 Time: 5pm
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 10/10/2026 Time: 5pm
Street Reopens after Event Teardown: Date: Time: 5pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 3
Food Cooked on-site: Yes Fuel(s) to be used: Gas
Number of Item Vendors: 25 Number of Service Vendors: 0
Number & Sizes of Tents: 38 - 10'x10' tents Provider and Phone: Vendors will provide their own tents
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: N/A

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

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): Ruby Clay Company

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

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: 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: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time: N/A

Finish Time: N/A

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

N/A

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:

We will hang a banner up on our parking lot fence

Mitigation of Impact

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 vendor space. Ruby Clay Company will clean up everything else that is left, including items left by vendors and food trucks.

Number of Trash Receptacles: 2

Number of Dumpsters: 1

Number of Recycling Containers: 1

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

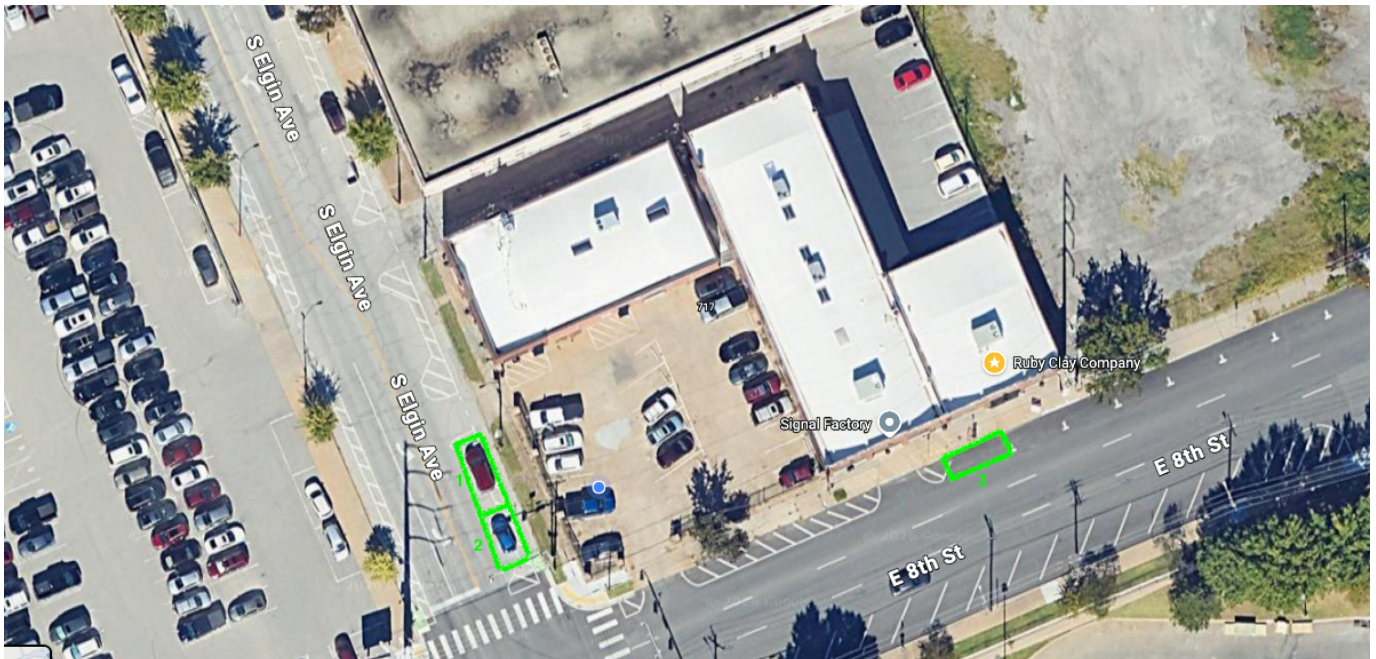
Date received: 07/28/2026 Date routed: 09/30/2026 Date for review: 10/05/2026

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 09/23/2026. Updated site plan and added reserving parking spaces 09/18/2026. Paid additional fee 09/21/2026.





S Elgin Ave

717

Signal Factory

Ruby Clay Company

Life Rev

E 8th St

E 8th St

Google Maps

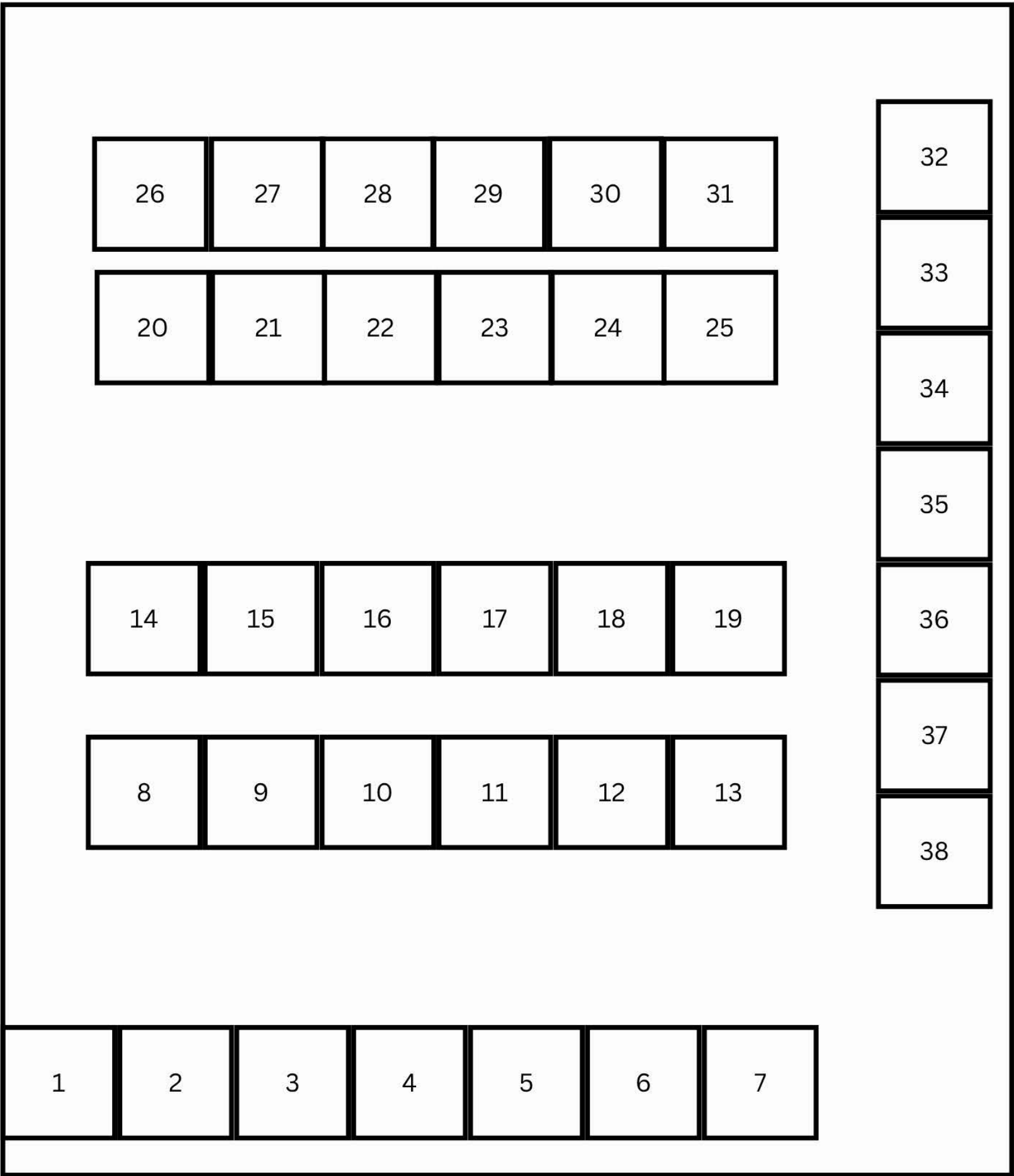
802

Elgin - 84.5 feet across

Fence w/ opening

8th Street - 97 feet across

Fence w/ opening



Building
(not in use, have
permission from
landlord to use lot)

Building (wall only, no doors)

*Tent

*Each square indicates a 10' x 10' individual tent