



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### ***Summary of Event***

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Name of Event: Guthrie Green September Events 2024 Date(s) of Event: Sept. 4, 6, 8, 11, 14, 18, 19, 21, 22, 25, 27, 29, 2024

Location Address: Start: 200 N Boston Ave Council District(s): 1  
End: 200 N MLK Jr Blvd

Event Description: See Schedule

**Event Category:** Concert/Performance

**Event Includes:** Amplified Sound, Generator/Electricity, Private Park, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Street Closure

Anticipated Attendance: Total: 3000 Per Day: 250

Anticipated Participants: Total: 120 Per Day: 10

Number of Events for Monthly Event: Yes 15

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

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Host Organization: Guthrie Green Website: https://guthriegreen.com/

Chief Officer of Host Organization: Derek Combs

Email and Phone: derek@guthriegreen.com 918-671-9317

Applicant Name: Derek Combs

Email and Phone: derek@guthriegreen.com 918-671-9317

Professional Event Organizer:

Email and Phone:

On-site Contact: Derek Combs Mobile: 918-671-9317

Billing Contact: Guthrie Green Phone: 918-671-9317

Billing Address: 111 E Reconciliation Way  
Tulsa, OK 74103

## ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 09/04/2024 Time: 11am  
Street Closure for Event Setup: Date: 09/04/2024 Time: 7am  
Street(s) to be Closed for Event Setup: Reserving Parking Spaces. See Schedule  
**Event Start:** Date: 09/04/2024 Time: 11am  
Street Closure for Event Start: Date: 09/06/2024 Time: 7am  
Street(s) to be Closed for Event Start: Reconciliation Way between MLK Jr. Blvd and Boston Ave. See Schedule.  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: See Schedule  
**Event End:** Date: 09/29/2024 Time: 6pm  
Street Reopens after Event End: Date: 09/21/2024 Time: 9pm  
**Event Teardown:** Date: 09/29/2024 Time: 9pm  
Street Reopens after Event Teardown: Date: 09/21/2024 Time: 10pm

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 15  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 25 Number of Service Vendors: 0  
Number & Sizes of Tents: 0 Provider and Phone: NA  
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: Yes Contact, Email and Phone: Owl Nite Security (918) 794-7003

Medical and/or First Aid Services: No Contact, Email and Phone: First Aid Kit On-site

Traffic Control Barricade Company: Yes Contact, Email and Phone: Road Safe (918) 425-4550

Equipment Setup: Date: 09/06/2024 Time: 7am Equipment Pickup: Date: 09/21/2024 Time: 10pm

Crowd Management Fencing Company: Yes Contact, Email and Phone: AYS (918) 272-0568

Equipment Setup: Date: 09/14/2024 Time: 7am Equipment Pickup: Date: 09/14/2024 Time: 11pm

Parking Type: Parking Garage, Street, ADA parking available, 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): GGP Parks

Park: Yes Name of Park and Location: Guthrie Green, 111 E Reconciliation Way

Drone: No

Portable Toilets: Yes Provider and Phone: AYS (918) 272-0568

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

Equipment Setup: Date: 09/14/2024 Time: 7am

Equipment Pickup: Date: 09/14/2024 Time: 11pm

Other Event Information: See Attachments

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: Varies

Performer/Band name and music type: Varies

Sound Amplification: Yes

Start Time: Varies

Finish Time: Varies

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

Varies

Sound checks conducted prior to the event: Yes

Start Time: Varies

Finish Time: Varies

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

NA

Use of any signs, banners, decorations, or special lighting used at event: No Describe:

NA

**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: Dumpster on-site

Number of Trash Receptacles: 3

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: Berry Brothers (620) 278-6005

Presented Event Concept to:

Business Assn

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: 08/20/2024      Date routed: 08/20/2024      Date for review: 08/28/2024

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: SEC meeting 08/21/2024. Mayor agenda  
08/28/2024. City Council agenda 08/28/2024.

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Guthrie Green Events - September 2024							
Separate Permits						Blue	
Road Closure						Red	
Parking Spots Only						Green	
Date	Event Time	Name of Event	Estimated Attendance	Street Closed	Street Open	Closure Location	Event Description
9/4/2024	11am-2pm	Food Truck Wednesday	250+	7pm	2pm	Reserving all parking around Guthrie Green	Food trucks and amplified sound
9/4/2024	6:30pm-8:30pm	Inspyral Circus Jam	100+	N/A	N/A	N/A	Amplified sound
9/6/2024	6pm-9pm	Symphony in the Park	500+	7am	10pm	Closing Reconciliation Way. Reserving all parking around Guthrie Green	Food trucks and amplified sound
9/8/2024	7pm-9pm	Sunday Salsa	100+	N/A	N/A	N/A	Amplified sound
9/11/2024	11am-2pm	Food Truck Wednesday	250+	7am	2pm	Reserving all parking on West side of MLK Jr. Blvd	Food trucks and amplified sound
9/14/2024	7pm-10pm	HipHop 918	500+	7am	11pm	Closing Reconciliation Way. Reserving all parking around Guthrie Green	Food trucks and amplified sound
9/18/2024	11am-2pm	Food Truck Wednesday	250+	7am	2pm	Reserving all parking around Guthrie Green	Food trucks and amplified sound
9/18/2024	6:30pm-8:30pm	Inspyral Circus Jam	100+	N/A	N/A	N/A	Amplified sound
9/19/2024	7:30pm-10pm	Movie Night	250+	7am	11pm	Reserving all parking around Guthrie Green	Food trucks and amplified sound
9/21/2024	2pm-8pm	Festival Americas	500+	7am	9pm	Closing Reconciliation Way. Reserving all parking around Guthrie Green	Food trucks and amplified sound
9/22/2024	7pm-9pm	Sunday Salsa	100+	N/A	N/A	N/A	Amplified sound
9/25/2024	11am-2pm	Food Truck Wednesday	250+	7am	2pm	Reserving all parking around Guthrie Green	Food trucks and amplified sound

9/25/2024	5pm-9pm	City Year Tulsa FY25	250+	7am	10pm	Reserving all parking around Guthrie Green	Food trucks and amplified sound
9/27/2024	6pm-9pm	Record Club	100+	7am	10pm	Reserving all parking around Guthrie Green	Amplified sound
9/29/2024	2pm-6pm	Oklahom Birth of Legends	250+	7am	6pm	Reserving all parking around Guthrie Green	Food trucks and amplified sound

W Easton St

N Boulder Ave

N Main St

N Boston Ave

**Date:** Varies **Project:** Reconciliation Way Road Closure  
**Comments:**  
 Road Closure: 7 a.m. to 10 p.m. (Subject to Change)  
 Event Hours: Varies Each Event (See Schedule)  
 Provider and/or Organizer should comply with MUTCD/COT Signage, Barricade, Spacing, and Distance Guidelines.  
 Parking/Bike Lanes not Shown | Drawing not to Scale.  
 COT assumes no liability for accuracy or validity.

Entrance Exit

M L King Jr Blvd



Public Parking @ the Parking Garage located @ 1st Street & Main Street.



N Detroit Ave



W Cameron St

Alley

Alley

E Cameron St

W Reconciliation Way

N Boulder Ave

N Main St

N Boston Ave

M L King Jr Blvd

E Reconciliation Way

N Detroit Ave

E Archer St

E Archer St