



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Tulsa Farmers' Market Date(s) of Event: December 7, 14, 21, 2024

Location Address: Start: 1 S Lewis Ave Council District(s): 4
End: 1 S Atlanta Ave

Event Description: Market place for local producers to directly connect with their customers.

Event Category: Farmers/Outdoor Market

Event Includes: Tent/Canopy, Public Right of Way, Live Entertainment, Food Sales, Merchandise Sales, Private Property, Street Closure

Anticipated Attendance: Total: 7500 Per Day: 2500

Anticipated Participants: Total: 165 Per Day: 55

Number of Events for Monthly Event: Yes 3

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Farmers' Market Website: https://www.tulsafarmersmarket.org

Chief Officer of Host Organization: Kristin Hutto

Email and Phone: kristin@tulsafarmersmarket.org 918-636-8419

Applicant Name: Kristin Hutto

Email and Phone: kristin@tulsafarmersmarket.org 918-636-8419

Professional Event Organizer:

Email and Phone:

On-site Contact: Kristin Hutto Mobile: 918-636-8419

Billing Contact: Tulsa Farmers' Market Phone: 918-636-8419

Billing Address: PO BOX PO BOX 14572
Tulsa, OK 74159

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 12/07/2024 Time: 6 am
Street Closure for Event Setup: Date: 12/07/2024 Time: 6 am
Street(s) to be Closed for Event Setup: Admiral Blvd from Lewis Ave to Atlanta Ave, Whittier Square parking lot, every Thursday, 6 a.m. - 1 p.m.

Event Start: Date: 12/07/2024 Time: 8 am
Street Closure for Event Start: Date: 12/07/2024 Time: 6 am
Street(s) to be Closed for Event Start: Admiral Blvd from Lewis Ave to Atlanta Ave, Whittier Square parking lot, every Thursday, 6 a.m. - 1 p.m.

Run, Walk, Parade Start Time: N/A
Daily Event Hours: 8 am-Noon

Event End: Date: 12/21/2024 Time: 12 pm
Street Reopens after Event End: Date: 12/21/2024 Time: 1 pm

Event Teardown: Date: 12/21/2024 Time: 12 pm
Street Reopens after Event Teardown: Date: 12/21/2024 Time: 1 pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 40
Number of Food Trucks: 2
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 17 Number of Service Vendors: 1
Number & Sizes of Tents: 55 10' x 10' tents 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: 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, Unpaved Lot, 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): JTR Group, Renewal by Andersen, Boomerang Printing, OK AgCredit, Barrow & Grimm, Sustainable Alliance, Carradini Health, American Heritage Bank, Market 31, M&S Business Services, Kingdom Chiropractic, PaulHood

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 Attachments.

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 1

Performer/Band name and music type: Acoustic Singer/Songwriter

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: 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: All vendors are required to clean up their booth space per TFM rules. TFM Staff conduct site checks before reopening the street.

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 2

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, Schools, Neighborhood Assn, Business Assn, Businesses, Places of Worship

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: 11/13/2024 Date routed: 11/23/2024 Date for review: 12/04/2024

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 12/04/2024. Mayor agenda 12/04/2024. City Council agenda 12/04/2024.



Date: Every Saturday **Project:** Tulsa Farmers' Market
Comments:
 Road Closure: 5 a.m. - Noon every Saturday
 Market Hours: 7 - 11 a.m. every Saturday
 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.

