



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Winter Art MarketDate(s) of Event: Friday, 12/06/2024Location Address: Start: 200 N Detroit Ave
End: 200 N Elgin AveCouncil District(s): 1Event Description: Holiday Market for artist, vendors and merchants, may sell goods.**Event Category:** Farmers/Outdoor Market**Event Includes:** Tent/Canopy, Public Right of Way, Merchandise Sales, Street ClosureAnticipated Attendance: Total: 300Per Day: 300Anticipated Participants: Total: 32Per Day: 32

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Living Arts of TulsaWebsite: https://livingarts.orgChief Officer of Host Organization: Jessica DeweyEmail and Phone: education@livingarts.org 918-585-1234Applicant Name: Christopher HensonEmail and Phone: events@livingarts.org 918-585-1234

Professional Event Organizer:

Email and Phone:

On-site Contact: Sina McLinMobile: 918-585-1234Billing Contact: Christopher HensonPhone: 918-585-1234Billing Address: 307 E Reconciliation Way
Tulsa, OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 12/06/2024 Time: 5:00PM
Street Closure for Event Setup: Date: 12/06/2024 Time: 8:00AM
Street(s) to be Closed for Event Setup: Reconciliation Way between Detroit Ave and Elgin Ave
Event Start: Date: 12/06/2024 Time: 6:00PM
Street Closure for Event Start: Date: 12/06/2024 Time: 8:00AM
Street(s) to be Closed for Event Start: Reconciliation Way between Detroit Ave and Elgin Ave
Run, Walk, Parade Start Time: NA
Daily Event Hours: 5:00PM-9:00PM
Event End: Date: 12/06/2024 Time: 9:00PM
Street Reopens after Event End: Date: 12/06/2024 Time: 10:00PM
Event Teardown: Date: 12/06/2024 Time: 9:00PM
Street Reopens after Event Teardown: Date: 12/06/2024 Time: 10:00PM

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 32 Number of Service Vendors: 0
Number & Sizes of Tents: 32 - 10X10 Provider and Phone: Living Arts of Tulsa (918) 585-1234
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: Yes Contact, Email and Phone: AWS, Bfletcher@aw-inc.com (918) 682-9393

Equipment Setup: Date: 12/06/2024 Time: 8:00AM Equipment Pickup: Date: 12/09/2024 Time: 12:00PM

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

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

Parking Type: Parking not available

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): Living Arts of tulsa

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)

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:

Lights will be utilized for visibility in the tents.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Cleanup and removal will be executed by Living Arts staff and volunteers.

Number of Trash Receptacles: 0

Number of Dumpsters: 2

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Businesses

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: 11/22/2024 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. TCP map pending.

Road block

N DETROIT AVE

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Living Arts of Tulsa



Tulsa Artist Fellowship



Elgin Park

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RECONCILIATION WAY

Vendors

