



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Tulsa Farmers' Market (TFM) Date(s) of Event: January 4, 11, 18, 25, 2025

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

Event Description: Marketplace for producers to directly connect with their customers.

Event Category: Farmers/Outdoor Market

Event Includes: Tent/Canopy, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 4000 Per Day: 1000

Anticipated Participants: Total: 120 Per Day: 30

Number of Events for Monthly Event: Yes 4

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: 01/04/2025 Time: 6:30 am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A - Whittier Square parking lot only
Event Start: Date: 01/04/2025 Time: 8 am
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: N/A - Whittier Square parking lot only
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 8 am - 12 pm every Saturday
Event End: Date: 01/25/2025 Time: 12 pm
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 01/25/2025 Time: 12 pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 25
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 4 Number of Service Vendors: 1
Number & Sizes of Tents: 30 10' x 10' Provider and Phone: Vendor Owned
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, 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): American Heritage Bank, Barrow & Grimm, Big Grass Beef, Carradini Health, Grassroots Larder, JTR Group, Kingdom Chiropractic, Mother Road Market, Mythic Press, OK AG Credit, Roark Acres, The Sustainability Alliance

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

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: 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 their booth space per TFM rules. TFM Staff conducts site checks before reopening the space.

Number of Trash Receptacles: 2

Number of Dumpsters: 0

Number of Recycling Containers: 1

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: 12/10/2024 Date routed: 12/16/2024 Date for review: 12/23/2024

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 12/28/2024
