



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

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

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Name of Event: Tulsa Farmers' MarketDate(s) of Event: March 1, 8, 15, 22, 29, 2025Location Address: Start: 1 S Lewis Ave  
End: 1 S Atlanta AveCouncil District(s): 4, 9Event Description: Marketplace for local producers to directly connect with their consumers.**Event Category:** Farmers/Outdoor Market**Event Includes:** Tent/Canopy, Public Right of Way, Food Sales, Merchandise Sales, Private Property, Street ClosureAnticipated Attendance: Total: 7500Per Day: 1500Anticipated Participants: Total: 225Per Day: 45

Number of Events for Monthly Event: Yes 5

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

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Host Organization: Tulsa Farmers' MarketWebsite: https://www.tulsafarmersmarket.orgChief Officer of Host Organization: Kristin HuttoEmail and Phone: kristin@tulsafarmersmarket.org 918-636-8419Applicant Name: Kristin HuttoEmail and Phone: kristin@tulsafarmersmarket.org 918-636-8419

Professional Event Organizer:

Email and Phone:

On-site Contact: Kristin HuttoMobile: 918-636-8419Billing Contact: Tulsa Farmers' MarketPhone: 918-636-8419Billing Address: PO BOX PO BOX 14572  
Tulsa, OK 74159

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

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**Event Setup:** Date: 03/01/2025 Time: 6 am  
Street Closure for Event Setup: Date: 03/01/2025 Time: 6 am  
Street(s) to be Closed for Event Setup: Admiral Blvd from S Lewis Ave to Atlanta Ave; including Whittier Square every Saturday

**Event Start:** Date: 03/01/2025 Time: 8 am  
Street Closure for Event Start: Date: 03/01/2025 Time: 6 am  
Street(s) to be Closed for Event Start: Admiral Blvd from S Lewis Ave to Atlanta Ave; including Whittier Square every Saturday

Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 8 am - 12 pm every Saturday

**Event End:** Date: 03/29/2025 Time: 12 pm  
Street Reopens after Event End: Date: 03/29/2025 Time: 1 pm

**Event Teardown:** Date: 03/29/2025 Time: 12 pm  
Street Reopens after Event Teardown: Date: 03/29/2025 Time: 1 pm

## **Secondary Permits Required**

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 39  
Number of Food Trucks: 1  
Food Cooked on-site: Yes Fuel(s) to be used: Electric  
Number of Item Vendors: 5 Number of Service Vendors: 1  
Number & Sizes of Tents: 45 - 10' x 10' tents Provider and Phone: Vendor owned  
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**

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Security and/or Police: No Contact, Email and Phone: N/A

Medical and/or First Aid Services: No Contact, Email and Phone: TFM keeps first aid kits onsite.

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**

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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 Attachments

**Entertainment and Related Activities**

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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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: All vendors are responsible for cleaning their booth space per TFM Rules & Regs. TFM staff conducts site checks before reopening the space.

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**

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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: 02/05/2025      Date routed: 02/05/2025      Date for review: 02/26/2025

Special Events Committee Recommendation: \_\_\_\_\_      Yes  No  \_\_\_\_\_

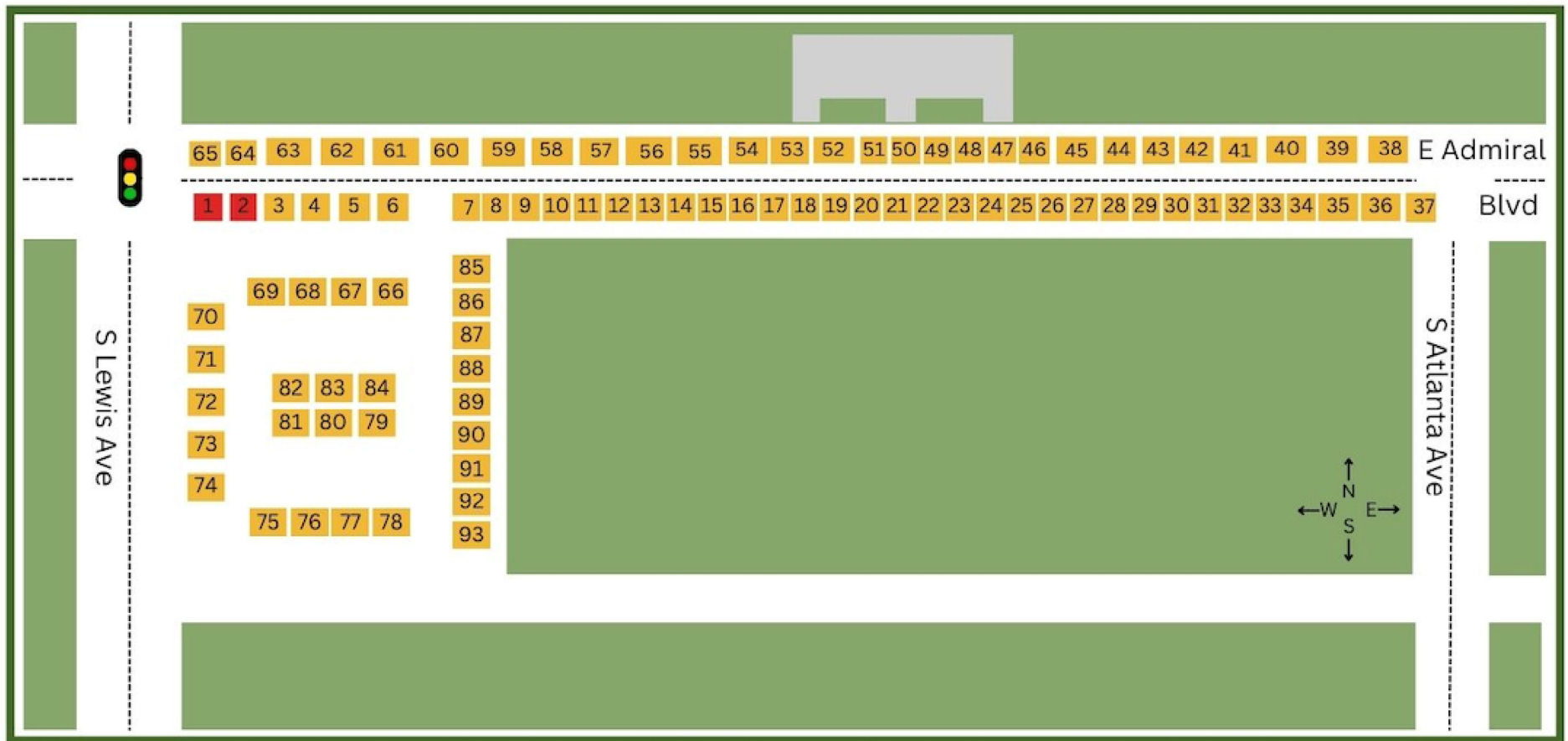
Date routed to Mayor: \_\_\_\_\_      Mayor's Recommendation: Yes  No  \_\_\_\_\_

Date routed to Council: \_\_\_\_\_      City Council Approval: Yes  No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_      Comments: SEC meeting 02/19/2025. Mayor agenda  
02/26/2025. City Council agenda 02/26/2025.

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# Tulsa Farmers' Market





**Date:** Every Saturday **Project:** Tulsa Farmers' Market  
**Comments:**  
 Road Closure: 6 a.m. - 1 p.m. every Saturday  
 Market Hours: 8 a.m. - Noon 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.

