



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Downtown Midweek Market

Date(s) of Event: April 16, 23, 30, 2025

Location Address: Start: 600 S Main Street  
End: 600 S Boston Ave

Council District(s): 4

Event Description: An urban, open air market for local food, home goods, art and entertainment.

**Event Category:** Farmers/Outdoor Market

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

Anticipated Attendance: Total: 600

Per Day: 200

Anticipated Participants: Total: 600

Per Day: 200

Number of Events for Monthly Event: No

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

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Host Organization: Downtown Tulsa Partnership  
(918) 671-2708

Website: <https://downtowntulsa.com/>

Chief Officer of Host Organization: Brian Kurtz

Email and Phone: [bkurtz@cityoftulsa.org](mailto:bkurtz@cityoftulsa.org) 918-732-9353

Applicant Name: Cassie Williams

Email and Phone: [cassie@downtowntulsa.com](mailto:cassie@downtowntulsa.com) 405-513-1751

Professional Event Organizer:

Email and Phone:

On-site Contact: Kassidy Wickersham

Mobile: 405-850-0017

Billing Contact: Downtown Tulsa Partnership

Phone: 405-513-1751

Billing Address: 321 S BOSTON AVE E  
Tulsa, OK 74103

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

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**Event Setup:** Date: 04/16/2025 Time: 3:00 PM  
Street Closure for Event Setup: Date: 04/16/2025 Time: 2:00 PM  
Street(s) to be Closed for Event Setup: Eastbound Lane of 6th St from Main St to Boston Ave  
**Event Start:** Date: 04/16/2025 Time: 4:30 PM  
Street Closure for Event Start: Date: 04/16/2025 Time: 2:00 PM  
Street(s) to be Closed for Event Start: Eastbound Lane of 6th St from Main St to Boston Ave  
Run, Walk, Parade Start Time: N/A  
Daily Event Hours: 4:30 - 7:30 PM  
**Event End:** Date: 04/26/2025 Time: 7:30 PM  
Street Reopens after Event End: Date: 04/30/2025 Time: 8:30 PM  
**Event Teardown:** Date: 04/30/2025 Time:  
Street Reopens after Event Teardown: Date: 04/30/2025 Time: 8:30 PM

## **Secondary Permits Required**

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Beer Sales, Alcohol Sales: Beer Sales  
Number of Food Vendors: 8  
Number of Food Trucks: 1  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 4 Number of Service Vendors: 1  
Number & Sizes of Tents: 15 - 10X10 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: First Aid Kit on site

Traffic Control Barricade Company: No Contact, Email and Phone: DTP owned

Equipment Setup: Date: 04/16/2025 Time: 2:00 PM Equipment Pickup: Date: 04/30/2025 Time: 8:30 PM

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

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parking Type: Street, 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): N/A currently

Park: Yes Name of Park and Location: Chapman Green, 600 S Main St

Drone: No

Portable Toilets: Yes Provider and Phone: On Call Restroom Services, Kim Haubrich (918) 397-7787, [accounting@oncallservicesandrentals.com](mailto:accounting@oncallservicesandrentals.com)

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

Equipment Setup: Date: 04/16/2025 Time: 3:00 PM

Equipment Pickup: Date: 04/30/2025 Time: 8:00 PM

Other Event Information: See Attachments

**Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 1

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 4:30 PM

Finish Time: 7:30 PM

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

Small Speakers

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: DTP Ambassadors on site to ensure clean-up.

Number of Trash Receptacles: 4

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

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: 03/14/2025      Date routed: 03/19/2025      Date for review: 04/02/2025

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 03/19/2025. Mayor agenda  
03/26/2025. City Council agenda 04/02/2025.

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Arvest Bank

S Main St

Boston Title & Abstract

VENDOR / CUSTOMER PARKING

VENDORS WITH TRAILERS

Jar...  
J.D.,  
Legal...  
you Ba... | Let Our...

Chapman Green

INFO

VENDOR BOOTHS

VENDOR BOOTHS

W 6th St

STAGE

VENDOR PARKING

FOOD TRUCKS

VENDOR PARKING

VENDOR / CUSTOMER PARKING

RumbleDrum  
Events / Corp  
Social | Supp

17 West Hotel, Ascend  
Hotel Collection  
3.4 ★ (157)



Date: Every Wednesday Project: Downtown Farmers' Market

Comments: Lane Closure: 2 to 8:30 p.m. every Wednesday Market Hours: 4:30 to 7:30 p.m. every Wednesday 6th St Reserve Parking: 11 a.m. - 8:30 p.m. every Wednesday Main St Reserve Parking: Noon - 8:30 p.m. every Wednesday Provider or Organizer should comply with MUTDC/COT Signage, Barricades, Spacing, and Distance Guidelines. Parking Lanes not Shown | Drawing not to Scale COT assumes no liability for accuracy or validity.

Bartlett Square Fountain

5th Street

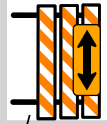
Boulder Avenue

Main Street

Alley

Boston Avenue

Cincinnati Avenue



6th Street

Boulder Avenue

Alley

Main Street

Boston Avenue

Cincinnati Avenue



TULSA PARKS H.A. Chapman Greens



7th Street



7th Street