



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Guthrie Green December Events 2024

Date(s) of Event: December 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23, 2024

Location Address: Start: 200 N Boston Ave
End: 200 N MLK Jr Blvd

Council District(s): 1

Event Description: See Schedule.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Private Park, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, No Parking Signage, Street Closure

Anticipated Attendance: Total: 2000

Per Day: 600

Anticipated Participants: Total: 100

Per Day: 30

Number of Events for Monthly Event: Yes 3

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Guthrie Green

Website: https://guthriegreen.com/

Chief Officer of Host Organization: Derek Combs

Email and Phone: derek@guthriegreen.com 918-671-9317

Applicant Name: Derek Combs

Email and Phone: derek@guthriegreen.com 918-671-9317

Professional Event Organizer:

Email and Phone:

On-site Contact: Derek Combs

Mobile: 918-671-9317

Billing Contact: Guthrie Green

Phone: 918-671-9317

Billing Address: 111 E Reconciliation Way
Tulsa, OK 74103

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 12/06/2024 Time: 7am
Street Closure for Event Setup: Date: 12/06/2024 Time: 7am
Street(s) to be Closed for Event Setup: Reconciliation Way between Boston Ave and MLK Jr. Blvd
Event Start: Date: 12/06/2024 Time: 6pm
Street Closure for Event Start: Date: 12/06/2024 Time: 7am
Street(s) to be Closed for Event Start: Reconciliation Way between Boston Ave and MLK Jr. Blvd
Run, Walk, Parade Start Time: N/A
Daily Event Hours: See Schedule
Event End: Date: 12/07/2024 Time: 9pm
Street Reopens after Event End: Date: 12/07/2024 Time: 10pm
Event Teardown: Date: 12/07/2024 Time: 10pm
Street Reopens after Event Teardown: Date: 12/07/2024 Time: 10pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 3
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 40 Number of Service Vendors: 0
Number & Sizes of Tents: 10X10 - Pending Provider and Phone: ABCO - Pending
Number of Inflatables: Yes 2 Provider and Phone: QuikTrip - Pending
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: Yes Contact, Email and Phone: OwNite Security (918) 767-7003

Medical and/or First Aid Services: No Contact, Email and Phone: N/A

Traffic Control Barricade Company: Yes Contact, Email and Phone: RoadSafe Traffic Systems (918) 425-4550

Equipment Setup: Date: 12/06/2024 Time: 7am Equipment Pickup: Date: 12/07/2024 Time: 10pm

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

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

Parking Type: Parking Garage, Street, 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): GGP Parks

Park: Yes Name of Park and Location: Guthrie Green, 111 E Reconciliation Way

Drone: No

Portable Toilets: Yes Provider and Phone: AYS (918) 272-0568

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 12/13/2024 Time: 7am

Equipment Pickup: Date: 12/23/2024 Time: 10am

Other Event Information: See Attachments

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: Varies

Performer/Band name and music type: Varies

Sound Amplification: Yes

Start Time: Varies

Finish Time: Varies

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

Varies

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: Dumpster and janitorial on site

Number of Trash Receptacles: 3

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: Berry Brothers (620) 278-6005

Presented Event Concept to:

Business Assn

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: 11/19/2024 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.

- ALWAYS-ON
- LIGHTS
- PLUS-UPS
- BRANDING

E Cameron St



N Boston Ave

MLK Jr. Blvd

Reconciliation Way

Guthrie Green Events - December 2024							
Separate Permits						Blue	
Road Closure						Red	
Parking Spots Only						Green	
Date	Event Time	Name of Event	Estimated Attendance	Street Closed	Street Open	Closure Location	Event Description
12/6/2024	6pm-9pm	GLOW on the Green	500+	7am	N/A	Closing Reconciliation Way. Reserving all parking around Guthrie Green	Food trucks and amplified sound
12/7/2024	6pm-9pm	Art in the Park	500+	N/A	10pm	Closing Reconciliation Way. Reserving all parking around Guthrie Green	Food trucks and amplified sound
12/9/2024-12/23/2024	6pm-10pm	Jolly Town	500+	7am	10pm	Reserving all parking around Guthrie Green	Food trucks and amplified sound

W Easton St

N Boulder Ave

N Main St



Date: Varies **Project:** Reconciliation Way Road Closure
Comments:
 Road Closure: 7 a.m. to 10 p.m. (Subject to Change)
 Event Hours: Varies Each Event (See Schedule)
 Traffic control equipment must be checked after vendor set-up.
 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.



N Detroit Ave

Oklahoma's Own™
GRIFFIN COMMUNICATIONS

Public Parking @ the
 Parking Garage located @
 1st Street & Main Street.

M L King Jr Blvd



W Cameron St

Alley

Guthrie Green
 THE FRENCH LAWN

E Cameron St

WPX Energy Headquarters

W Reconciliation Way

N Boulder Ave

N Main St

N Boston Ave

M L King Jr Blvd

E Reconciliation Way

N Detroit Ave

E Archer St

E Archer St