



Current Date \_\_\_\_\_

Applications are processed in the order received - preference given to long standing events.

Event Name Britton District Day & Britton District Food & Fun Run

Expected Attendance 200

Event Coordinator David Wood/Austin Hayes

Email Address dwood@woodworksdistilling.com

Mailing Address 912 W Britton Road

Phone 405-815-7626 Fax \_\_\_\_\_

Event Address (Location) Britton Rd between Ollie & Francis, as well as Classen Blvd from Wilshire to Britton

Event Start Day/Date 3/29/25 Event Start Time 11:00

Event End Day/Date 3/29/25 Event End Time 5:00

Set-up Day/Date 3/29/25 Start Time 8:00 End Time \_\_\_\_\_

Tear-down Day/Date 3/29/25 Start Time \_\_\_\_\_ End Time 5:30

**Street Closure Times (if applicable)**

Closure Day/Date 3/29/25 Time ~~11:00~~ 10:30am

Reopening Day/Date 3/29/25 Time ~~5:00~~ 5:30pm

**Event description (activities, exact location, etc.). Please also submit an event site map.**

District Day festival between Francis & Ollie - to highlight business in the britton district and to introduce  
the district and it's new city funded changes to the community.

Is this an annual event? Y If yes, how many years? 2

How many vendors will sell items at your event (retail, food, beverages, etc.)?

☐ None ☐ 1 ☐ 2-10 ☒ 11-25 ☐ 26-50 ☐ 50+

Please note: the deadline for the food [vendor list](#) is a strict **10 business days** prior to the event.



**Event includes (mark all that apply):**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Block party       | <input checked="" type="checkbox"/> Street closure                 | <input checked="" type="checkbox"/> Assembly event (First Amendment) |
| <input type="checkbox"/> Beverage sales               | <input type="checkbox"/> Procession/Horse Procession               | <input type="checkbox"/> Residential area                            |
| <input type="checkbox"/> Alcohol sales                | <input type="checkbox"/> Parade                                    | <input checked="" type="checkbox"/> Non-residential area             |
| <input checked="" type="checkbox"/> Food sales        | <input checked="" type="checkbox"/> Amplified sound                | <input type="checkbox"/> Parklet                                     |
| <input checked="" type="checkbox"/> Merchandise sales | <input checked="" type="checkbox"/> Live entertainment             | <input checked="" type="checkbox"/> Athletic event                   |
| <input checked="" type="checkbox"/> Street activities | <input checked="" type="checkbox"/> Electrical wiring/generator(s) | <input type="checkbox"/> Filming                                     |

Number of tents 12

Size of tent(s) 10x10

Number of Parade Entries 0 Number of Horses/Animals participating 0

**Emergency primary contacts during event:**

Name <u>Katerina Gabrovska</u>	Name <u>405-830-3903</u>
Mobile <u>David Wood</u>	Mobile <u>405-815-7626</u>
Email <u>DWOOD@WOODWORKSDISTILLING.COM</u>	Email <u>405-371-9941 AUSTIN HAYES</u>

**Event Coordinator Signature** \_\_\_\_\_ 2/18/20

*(By signing this permit, the event coordinator and their organizing partners agree to abide by the applicable general rules of application listed and the applicable laws referenced under [City of Oklahoma City Municipal Code Chapters 50 and 60](#))*

**RETURN COMPLETED FORM**

Via U.S. Postal Special Events - Public Information & Marketing 200 N. Walker, OKC, OK 73102

Via E-Mail [specialevents@okc.gov](mailto:specialevents@okc.gov) (preferred method)

Via Fax (405) 297-3124

**Questions? Call Special Events Permit Office (405)297-2890**

**SPECIAL EVENTS OFFICE USE**

Staff comments:

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**Special Events Office Approval** \_\_\_\_\_

Event information for:



District Day  
3/29/2025

Compiled for the:



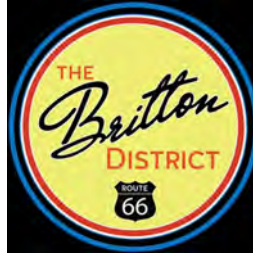
The City of  
**OKLAHOMA CITY**

City Services Meeting

February 19th , 2025

# **Events Scheduled for the 2025 Britton District Day:**

**Scheduled for Saturday 3/29/25**



**Event Festival Area Set Up  
8:00**

**Event Fun/Food Run Course Set  
8:00**

**Festival Area Street Closure  
10:30**

**Festival Area Ready for Events  
11:00**

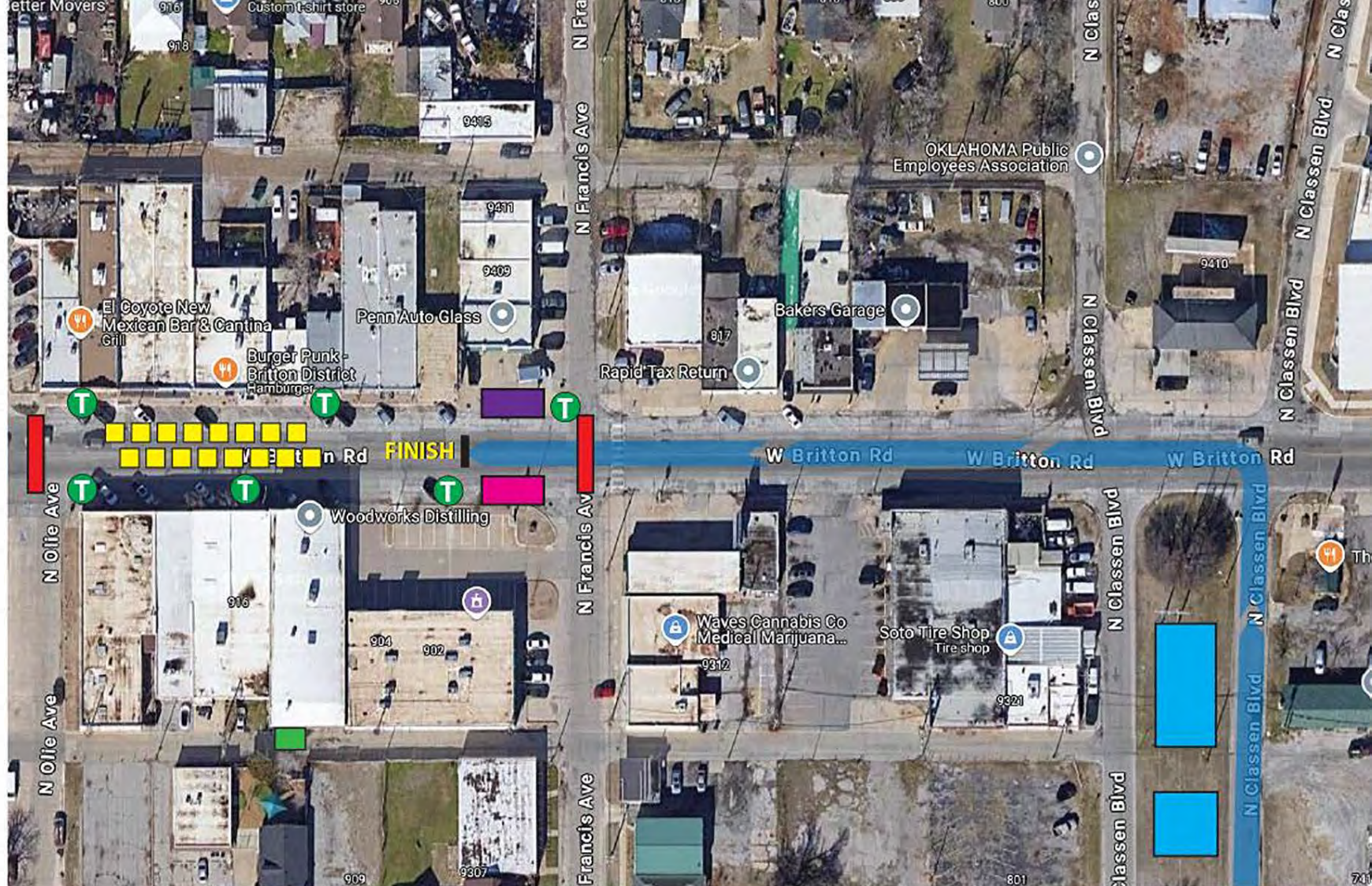
**Run Course Closure  
10:45**

**Run Course Re-Open  
12:00**  
(Will collapse and clean behind last runner)

**Festival Area Street Re-Open  
5:30**



## Exhibits A-1, B-1 & C-1



### LEGEND

-  = Trash
-  = Food Station
-  = Music Stage
-  = Dumpster
-  = Barricade
-  = Bounce House & Cheering Section
-  = Vendor Tents

**Public Restrooms Available  
in District Businesses**



Event Parking & Shuttle Pickup  
Variety Care

## Exhibits A-2, B-2 & C-2

### LEGEND

**T** = Trash

**■** = Food Station

**■** = Music Stage

**■** = Restrooms

**W** = Water Station

Athlete Parking  
PhoenixHardwood & Plywood





Dear Homeowner,

As part of the revitalization efforts of the Britton District, we are preparing to host the **Britton District Food & Fun 1-Mile Run**. It will be taking place on **Saturday, March 29th, 2025**, as part of **Britton District Day!** This community event will bring together participants of all ages for a morning of fitness, fun, and fantastic local flavors.

As part of the event preparation, the City of OKC requires public notification prior to staging day. We are fully invested in supporting and partnering with the neighborhoods surrounding the district and as such, their request fits well with our goal of improving communication with our neighbors.

The race will pass near your neighborhood in the outside, northbound lane of Classen between **11:00 AM and 12:30 PM**. During this time, there may be temporary road closures or increased foot traffic along the course route. We appreciate your patience and cooperation in helping us create a safe and enjoyable experience for everyone involved.

**The following will be a component of the event:**

- A clearly marked 1-mile course along the route.
- Food and drink stations at various points along the route.
- Volunteers and safety personnel directing participants and traffic.

If you have any questions or concerns regarding the event, please feel free to contact us at **brittondistrictokc@gmail.com**. We appreciate your support in making this a successful and vibrant community gathering!

Thank you for your cooperation, and we hope to see you enjoying the festivities!

**Sincerely,**

The Britton District Team





The City of  
**OKLAHOMA CITY**

## SPECIAL EVENTS

Written Notice Affidavit to properties abutting event.  
The written notice affidavit confirms that you have provided written notice (via postcard, letter) to property owners along running route/course.

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### AFFIDAVIT OF WRITTEN NOTICE TO PROPERTIES ABUTTING EVENT

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## AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, DAVID WOOD  
Name

as event coordinator of BRITTON DISTRICT DAY FOOD & FUN RUN  
Event Name

hereby certify that property owners abutting the named event have been notified in writing that the right-of-way will be closed (date(s)) 3/29/25.

[Signature] 3/14/25  
Signature Date

Subscribed and sworn before me this 14<sup>th</sup> day of March, 2025.

My commission expires \_\_\_\_\_



[Signature]  
Notary Public





The City of  
**OKLAHOMA CITY**

## SPECIAL EVENTS

Consent Affidavit confirms that you have received street closure approvals from property owners for the street closure. Signed petition form, emails or letters are accepted forms of consent.

### AFFIDAVIT OF *CONSENT FROM*, AND NOTICE TO, PROPERTIES ABUTTING EVENT

## AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, DAVID WOOD

Name

as event coordinator of the BRITTON DISTRICT DAY

Event Name

hereby certify that all required property owners abutting the street closure for the named event **have**  
**been notified in writing and have provided consent** that the right-of-way be closed 3/29/25  
date(s)

[Signature]  
Signature

3/14/25  
Date

Subscribed and sworn before me this 14<sup>th</sup> day of March, 2025.

My commission expires \_\_\_\_\_



[Signature]  
Notary Public

Find additional info and forms @ [www.okc.gov/specialevents](http://www.okc.gov/specialevents)



Approvals for street closures can be received either by signing this petition or via letters or e-mails.

**STREET CLOSURE PETITION**

**EXAMPLE:**

Agree	Disagree	Signature of property owner or lessee	Street address & business name (if applicable)
x		<i>John Smith</i>	1234 Street Name, OKC
x		Mary Joseph	letter attached 3456 Street Name, OKC
x		Jane Doe	e-mail attached - 91011 Street Name, OKC
x		<i>Peter Paul</i>	Pizza Palace - 5678 Street Name, OKC

Contact Name Dan Wood  
 Contact E-mail dwood@woodwopkdistilling.com Phone 405-815-7626  
 Street(s) will be closed on DATE:(mm.dd.yy) 03/29/25 TIME 10:30 A  
 Street(s) will re-open on DATE:(mm.dd.yy) 03/29/25 TIME 5:30 P  
 Street closure is from what street to what street? FRANCIS TO OLLIE

We, the undersigned, have been notified of street closures associated with the event noted and agree or disagree with the closure. I understand that if I have concerns about the proposed closure, I can contact the event organizer or contact Oklahoma City's Special Events Office at (405) 297-2890

Agree	Disagree	Signature of property owner or lessee	Street address & business name (if applicable)	
X		<i>[Signature]</i>	912 W BRITTON	WOODWOLFS
X		<i>[Signature]</i>	913 W BRITTON	LUCKY
X		<i>[Signature]</i> V.P.	1000 W. BRITTON RD.	BANAL
X		<i>[Signature]</i> Naseri	915 W BRITTON ROAD	BURGER PUNK
X		<i>[Signature]</i> Manu Baker	919 W. Britton Rd. 2F	2F
X		<i>[Signature]</i> Brenda S. Colby	916 W. Britton Rd	INTERVIEW
X		<i>[Signature]</i> Susan Witten	905 W Britton Rd	TAX
X		<i>[Signature]</i> Cressybell U	925 W Britton Rd	EL COYOTE
X		<i>[Signature]</i> Debrae Zeckert	920 W Britton Rd	DESIREE
X		<i>[Signature]</i>	917 W Britton Rd	BREBEL
X		<i>[Signature]</i>	923 W Britton Rd	MAXD
X		<i>[Signature]</i> Dan F. Johnson	921 W Britton Rd	KINGS





**From:** [David Wood](#)  
**To:** [Watson, Drew M](#); [Austin Hayes](#); [Britton District](#)  
**Subject:** FW: Road Closure  
**Date:** Thursday, March 13, 2025 1:08:51 PM  
**Attachments:** [image001.png](#)

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Drew,

This is an e-mail from the only entity that I did not secure a signature from.

Dave



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**From:** Ronesha Thompson <[runiqueeventcenter@gmail.com](mailto:runiqueeventcenter@gmail.com)>  
**Date:** Thursday, March 13, 2025 at 1:02 PM  
**To:** David Wood <[dwood@woodworksdistilling.com](mailto:dwood@woodworksdistilling.com)>  
**Subject:** Road Closure

I, Ronesha, owner of R Unique Event Center located at 900 West Britton Rd., formally approve the road closure for March 29 in the Britton District. Please let me know if any additional information or documentation is needed.

Thank you for your time and assistance.

Best regards,

Ronesha

R Unique Event Center



THEBRIT-01

DATKINSON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/7/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Dillingham Insurance</b> P.O. Box 1669 Enid, OK 73702	CONTACT NAME:		
	PHONE (A/C, No, Ext):	(580) 233-2000	FAX (A/C, No): (580) 242-6703
INSURED  <b>The Britton Business District, Inc.</b> PO Box 13536 Oklahoma City, OK 73113-0536	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : <b>United States Liability Insurance Company</b>		<b>25895</b>
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		NBP1558484E	7/10/2024	7/10/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 <b>HIRED AND NONOW</b> \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			NBP1558484E	7/10/2024	7/10/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Oklahoma City and its Trusts is named as additional insured with regards to General Liability if required by written contract.

## CERTIFICATE HOLDER

## CANCELLATION

<b>The City of OKC</b> 200 N Walker Ave Oklahoma City, OK 73102	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 