



Current Date 3/3/25

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

Event Name Midtown Walkabout

Expected Attendance 1500-2000

Event Coordinator Jakey Dobbs

Email Address jakey@downtownokc.com

Mailing Address 211 N Robinson Ave, Ste. 225 OKC OK 73102

Phone 918-860-0148 (c) Fax

Event Address (Location) Midtown District

Event Start Day/Date 4/12/25 Event Start Time 11AM

Event End Day/Date 4/12/25 Event End Time 5PM

Set-up Day/Date 4/12/25 Start Time 8AM End Time 11AM

Tear-down Day/Date 4/12/25 Start Time 5PM End Time 7PM

Street Closure Times (if applicable)

Closure Day/Date 4/12/25 Time 7:45AM

Reopening Day/Date 4/12/25 Time 7PM

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

Open house for Midtown district businesses. Includes live music at businesses, free flowers, free caricatures, special business promotions, family activities, vendor market and more.

Free "all-day", come and go style event. Business promotions take place during their normal operating hours. Programming will take place 11am-5pm.

Celebrating our 10th anniversary of hosting this event.

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

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 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 type="checkbox"/> Food sales                   | <input type="checkbox"/> Amplified sound                | <input type="checkbox"/> Parklet                          |
| <input type="checkbox"/> Merchandise sales            | <input checked="" type="checkbox"/> Live entertainment  | <input type="checkbox"/> Athletic event                   |
| <input checked="" type="checkbox"/> Street activities | <input type="checkbox"/> Electrical wiring/generator(s) | <input type="checkbox"/> Filming                          |

Number of tents 50+

Size of tent(s) 10x10

Number of Parade Entries Na

Number of Horses/Animals participating Na

**Emergency primary contacts during event:**

Name Jakey Dobbs

Name Kristen Vails

Mobile 9188600148

Mobile 405-642-0318

Email jakey@downtownokc.com

Email kristen@downtownokc.com

**Event Coordinator Signature**

*(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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

D O W N  
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## Midtown Walkabout – City Services Packet

### Details

**Event:** Midtown Walkabout

**Date:** Saturday, April 12, 2025

**Start Time:** 11am

**End Time:** 5pm

**Street Closure Start Time:** 7:45am

**Street Closure End Time:** 7pm

**Location:** Walker Ave

Get ready to celebrate the 10-year anniversary of Midtown Walkabout this Spring on Saturday, April 12th, from 11AM to 5PM!

Join us for a day packed with special promotions, fun activities, and memorable experiences throughout the district, as we mark a decade of this iconic event. Enjoy exclusive in-store deals from Midtown merchants, take part in free, family-friendly activities hosted by the Midtown Association and Downtown Oklahoma City Partnership, and explore the vibrant energy of Midtown.

This Spring, we're bringing back the Vendor Market on Walker Ave, featuring local businesses and creative makers. Plus, show your Thunder pride with fan activities celebrating the OKC Thunder!

Midtown Walkabout is sponsored by Phillips Murrah P.C., Edge at Midtown, and Focus Federal Credit Union. Programming support is provided by Arts Council OKC's Art Moves.

### On-Site Contacts

Jakey Dobbs  
Midtown District Manager  
Downtown OKC Partnership  
**918.860.0148**

Kristen Vails  
Director of Placemaking  
Downtown OKC Partnership  
**405.642.0318**

### **Waste Plan**

- Downtown Oklahoma City Partnership's Green Team will clean the area before and after the event.

### **Electricity Usage Plan**

- No electricity will be needed for this event.

### **Restrooms**

- No public restrooms. Attendees will be able to use restrooms at businesses they are patrons of.

### Safety & Security

# D O W N T O W N → O K C

- Downtown Oklahoma City Partnership's Green Team will be onsite as part of our clean and safe program.

## **Staffing**

- The event will be staffed by Downtown OKC employees.

## **Weather Plan**

- A decision will be made no later than 12:00pm Monday, April 7 to reschedule the event.

## **Emergency Procedures**

- **MEDICAL EMERGENCY**
  - Call 911, ask for EMSA.
  - Describe injury or illness and exact location of person on the event site.
  - Designate a location for a staff member to meet EMSA and direct them to the site of the injured person.
  - Once contact has been made with emergency personnel, the staff member should immediately notify on-site contacts, Jakey Dobbs and Kristen Vails.
- **FIRE**
  - Call 911.
  - Evacuate area of all attendees, including area downwind of fire.
  - Designate staff members to meet OCFD upon their arrival and direct them to the fire.
- **PRESS POLICY**
  - Media representatives asking for interviews should be referred to Jakey Dobbs or Kristen Vails..
  - In case of an emergency, no employee or volunteer should discuss the emergency situation with members of the press.
- **LOST PEOPLE**
  - Lost persons will be reported or directed to the Midtown tent.
- **INCLEMENT WEATHER**
  - If there is lightning or heavy storms, an announcement will be made via social media and the Facebook event page and the event will be cancelled.

## **Event Schedule**

7:45am	Action Safety barricades Walker Ave.
8:15am	Event setup begins
11am	Midtown Walkabout begins & Vendor Market on Walker Ave opens
5pm	Midtown Walkabout ends, Vendor Market on Walker Ave closes, event cleanup begins
7pm	Action Safety removes barricades

## **Event Site Map & Traffic Control Plan**

# Exhibit A-1

## Park Pl - 11th Street

- Same setup as last time.
- Barriers will be placed
  - Park Pl, just north of roundabout
  - 11th Street
  - Alleyway just north of Plant
  - Parking garage exit by Insomnia Cookies

## 11th Street - 12th Street

- NEW
- Barriers will be placed
  - On Walker
    - just north of the alley / parking lot parking lot entrance behind Mexican radio
    - 12th & Walker
  - Cones added to parking lot entrance of Hayes, Magrini, & Gatewood law firm for no parking.



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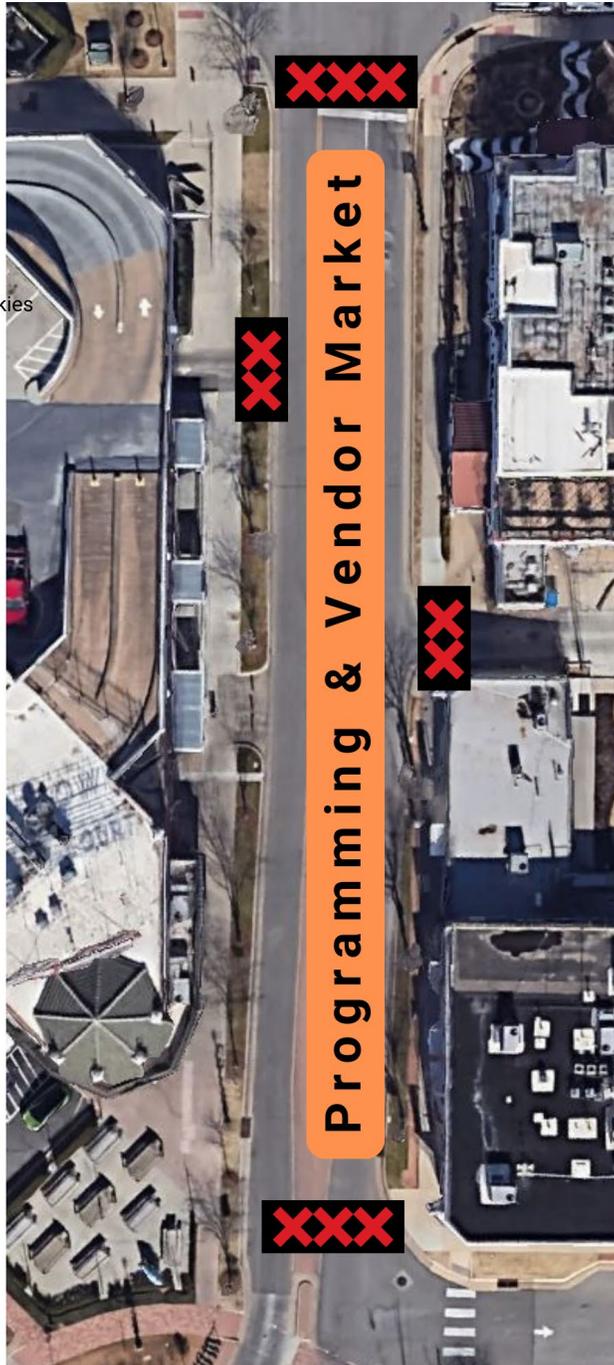
Action Safety will deliver Type III barricades at 7:45am the day of the event and remove them at 7pm.

This event will require the closure of Walker Ave:

- Between Park Pl and 11<sup>th</sup> street
- Between alleyway north of Waffle Champion and Lorena and 12<sup>th</sup> street.

### Park Pl - 11th Street

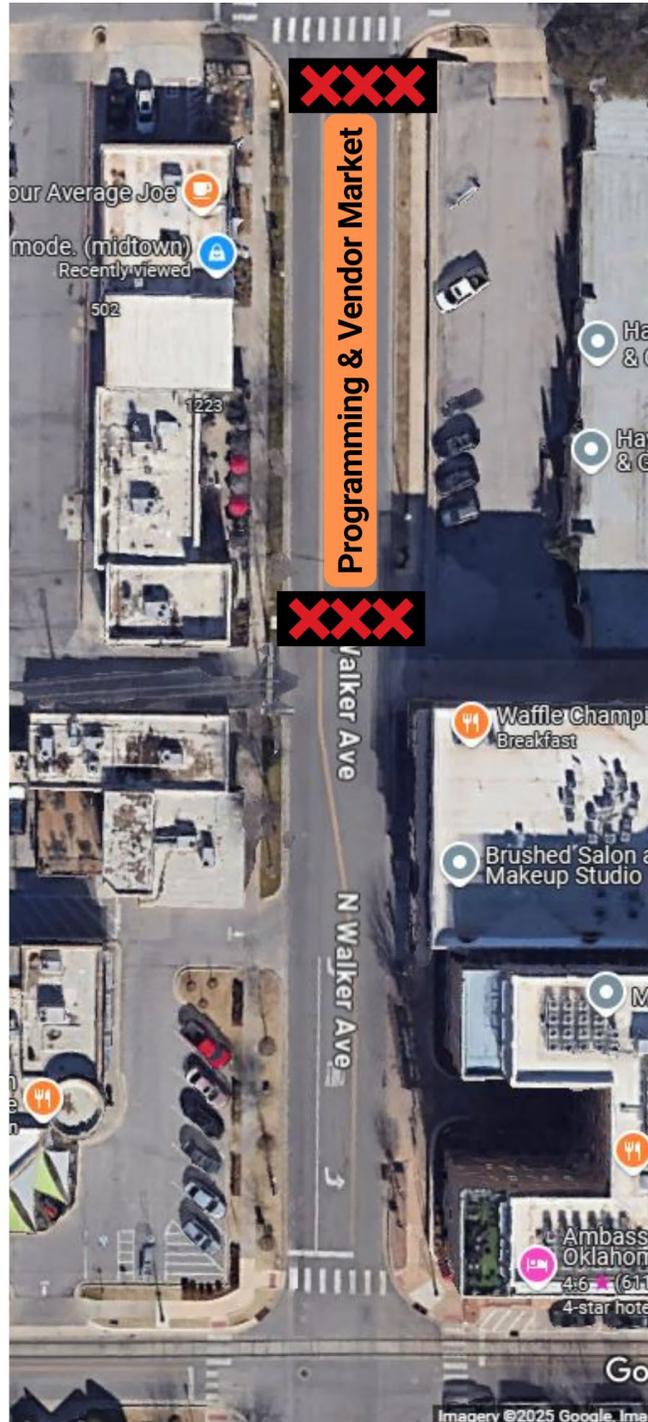
- Same setup as last time.
- Barriers will be placed
  - Park Pl, just north of roundabout
  - 11th Street
  - Alleyway just north of Plant
  - Parking garage exit by Insomnia Cookies



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- On Walker
- just north of the alley / parking lot parking lot entrance behind Mexican radio
- 12th & Walker
- Cones added to parking lot entrance of Hayes, Magrini, & Gatewood law firm for no parking.



### Exhibit C

- Downtown Oklahoma City Partnership's Green Team will clean the area before and after the event.
- Attendees will be able to use restrooms at businesses they are patrons of.



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.

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

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## AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, Jakey Dobbs

Name

as event coordinator of the MIDTOWN WALKABOUT

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 4-12-25

date(s)

Jakey Dobbs

Signature

3-3-2025

Date

Subscribed and sworn before me this 3 day of March, 2025.



Phi Nguyen

Notary Public

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



**From:** [Marva E Ellard](#)  
**To:** [Jakey Dobbs](#); [Robert Magrini](#)  
**Subject:** Fw: Street Closure Permission - Midtown Walkabout (April 12)  
**Date:** Thursday, February 27, 2025 11:21:44 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Thanks, fella!

Marva

----- Forwarded Message -----

**From:** Robert <[robert@hmglawyers.com](mailto:robert@hmglawyers.com)>  
**To:** Marva E Ellard <[1521@sbcglobal.net](mailto:1521@sbcglobal.net)>  
**Sent:** Thursday, February 27, 2025 at 11:19:58 AM CST  
**Subject:** RE: Street Closure Permission - Midtown Walkabout (April 12)

I'm good with it. ...

**Robert L. Magrini**

Partner | Hayes Magrini & Gatewood

1220 N. Walker Ave. | Oklahoma City, OK 73103

D: 405.232.3952 | [robert@hmglawyers.com](mailto:robert@hmglawyers.com)

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**From:** Marva E Ellard <[1521@sbcglobal.net](mailto:1521@sbcglobal.net)>  
**Sent:** Wednesday, February 26, 2025 3:41 PM  
**To:** Robert <[robert@hmglawyers.com](mailto:robert@hmglawyers.com)>  
**Subject:** Fw: Street Closure Permission - Midtown Walkabout (April 12)

**CAUTION: \*\*External Sender\*\***

Hey,

Will you read the emails below, please. It's about the Midtown Walk-About coming up. They want to close Walker in front of your office. It's on a Saturday.

Let me know if you are fine with it.

Thanks

Marva

----- Forwarded Message -----

**From:** Jakey Dobbs <[jakey@downtownokc.com](mailto:jakey@downtownokc.com)>

**To:** Ida McPherson <[ida@hmglawyers.com](mailto:ida@hmglawyers.com)>

**Cc:** [1521@sbcglobal.net](mailto:1521@sbcglobal.net) <[1521@sbcglobal.net](mailto:1521@sbcglobal.net)>

**Sent:** Wednesday, February 26, 2025 at 03:15:09 PM CST

**Subject:** RE: Street Closure Permission - Midtown Walkabout (April 12)

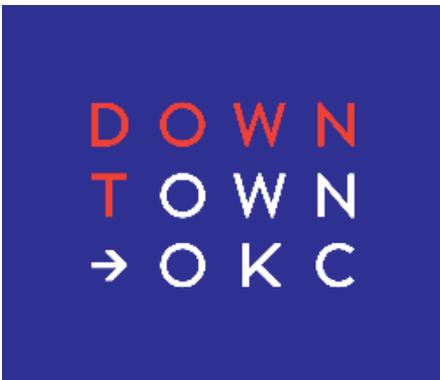
Good afternoon, Ida,

I wanted to check in to see if you all had any questions about the proposed road closure for Midtown Walkabout on Saturday, April 12.

I'd be happy to come by in person and discuss if that is preferred.

If I do not hear back by March 6, 2025, I'll take it as consent so I can move forward with the special permit / city permit application.

Thank you for your time and consideration.



**Jakey Dobbs**

Midtown District Manager

Downtown Oklahoma City Partnership

**O: 405.526.6911**

[jakey@downtownokc.com](mailto:jakey@downtownokc.com)  
[downtownokc.com](http://downtownokc.com)

[midtownokc.com](http://midtownokc.com)



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**From:** Marva E Ellard <[1521@sbcglobal.net](mailto:1521@sbcglobal.net)>  
**Sent:** Thursday, February 20, 2025 10:29 AM  
**To:** Ida McPherson <[ida@hmglawyers.com](mailto:ida@hmglawyers.com)>; Jakey Dobbs <[jakey@downtownokc.com](mailto:jakey@downtownokc.com)>  
**Subject:** Fw: Street Closure Permission - Midtown Walkabout (April 12)

Ida,

Please see email from Jakey below in regards to the upcoming Midtown Walkabout.

Let us know if Hayes, Magrini, and Gatewood is agreeable to this.

Thanks,

Marva

----- Forwarded Message -----

**From:** Jakey Dobbs <[jakey@downtownokc.com](mailto:jakey@downtownokc.com)>  
**To:** [1521@sbcglobal.net](mailto:1521@sbcglobal.net) <[1521@sbcglobal.net](mailto:1521@sbcglobal.net)>  
**Sent:** Wednesday, February 19, 2025 at 03:17:34 PM CST  
**Subject:** Street Closure Permission - Midtown Walkabout (April 12)

Hi Marva,

Midtown Walkabout returns on Saturday, April 12 from 11am-5pm. Based on the success of last year, we'd like to bring back the Vendor Market on Walker Avenue with an expanded footprint.

I am seeking permission from property owners along the closure route, Hayes, Magrini & Gatewood is one of them. Did you have a good email contact you could send this information to or connect me with them? They are closed on Walkabout days so it shouldn't impede on their business too much, and we would close the parking lot.

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Dear Hayes, Magrini & Gatewood,

Midtown Walkabout returns on Saturday, April 12 from 11am-5pm. Based on the success of last year, we'd like to bring back the Vendor Market on Walker Avenue with an expanded foot print.

We are seeking permission from property owners along the closure route, Hayes, Magrini & Gatewood is one of them.

Permission to barricade the following from 8am-7pm on April 12.

- Walker Avenue / Park Pl to 11<sup>th</sup> street
  - Hard closures will be placed north of Park Pl and south of 11<sup>th</sup> street with another barricade at the alleyway by Plant and the parking garage by Insomnia Cookies.
- Walker Ave / Waffle Champion & Lorena Alley to 12<sup>th</sup> street
  - Hard closures will be placed north of Waffle Champion & Lorena alley and south of 12<sup>th</sup> street with cones at the Hayes Magrini & Gatewood: Magrini Robert Law Firm parking lot to keep vehicles out.

I have attached an image for your reference. We are permitting this event through the City of Oklahoma City. **If you approve, please reply to this email with a brief sentence stating your approval of the street closure by February 28, 2025..**

Please let me know if you have any questions about the event or the closure. Thank you!

Thank you,



**Jakey Dobbs**

Midtown District Manager

Downtown Oklahoma City Partnership

**O: 405.526.6911**

[jakey@downtownokc.com](mailto:jakey@downtownokc.com)  
downtownokc.com

[midtownokc.com](http://midtownokc.com)



**CAUTION: \*\*External Sender\*\***

**CAUTION: \*\*External Sender\*\***

**From:** [Chris Fleming](#)  
**To:** [Jakey Dobbs](#)  
**Subject:** Re: Street Closure Permission - Midtown Walkabout (April 12)  
**Date:** Wednesday, February 19, 2025 4:00:29 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Jakey,  
I approve of this street closure.  
Thanks,  
Chris

On Feb 19, 2025, at 3:11 PM, Jakey Dobbs <[jakey@downtownokc.com](mailto:jakey@downtownokc.com)> wrote:

Hi Chris,

Midtown Walkabout returns on Saturday, April 12 from 11am-5pm. Based on the success of last year, we'd like to bring back the Vendor Market on Walker Avenue with an expanded foot print.

**I am seeking your permission to barricade the following from 8am-7pm on April 12.**

- **Walker Avenue / Park Pl to 11<sup>th</sup> street**
  - Hard closures will be placed north of Park Pl and south of 11<sup>th</sup> street with another barricade at the alleyway by Plant and the parking garage by Insomnia Cookies.
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I have attached an image for your reference. We are permitting this event through the City of Oklahoma City. **If you approve, please reply to this email with a brief sentence stating your approval of the street closure by February 28, 2025..**

Please let me know if you have any questions about the event or the closure. Thank you!

Thank you,

<[image001.png](#)>

**Jakey Dobbs**  
Midtown District Manager  
Downtown Oklahoma City Partnership  
☎: 405.526.6911  
[jakey@downtownokc.com](mailto:jakey@downtownokc.com)  
[downtownokc.com](http://downtownokc.com)  
[midtownokc.com](http://midtownokc.com)

<[image002.png](#)>

<April 2025 MW Event Layout (1).pdf>

**CAUTION: \*\*External Sender\*\***



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/10/2024

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).

<b>PRODUCER</b> Unity Insurance Partners 3932 S. Boulevard Edmond OK 73013	<b>CONTACT NAME:</b> <b>PHONE (A/C. No. Ext):</b> 405-359-0583		<b>FAX (A/C. No.):</b> 405-359-0595
	<b>E-MAIL ADDRESS:</b> certsdal@unity-ip.com		
<b>INSURER(S) AFFORDING COVERAGE</b>			<b>NAIC #</b>
INSURER A : Philadelphia Insurance Company			
<b>INSURED</b> Downtown Oklahoma City Inc. 211 N Robinson Ave, Suite 225 Oklahoma City OK 73102	DOWNOKL-01	INSURER B : Philadelphia Indemnity Ins. Co	
		INSURER C : Great American Insurance Group	
		INSURER D :	
		INSURER E :	
		INSURER F :	

**COVERAGES**

CERTIFICATE NUMBER: 1172393106

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	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		PHPK2552640	5/12/2024	5/12/2025	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	\$ 2,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2552640	5/12/2024	5/12/2025	COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB863251	5/12/2024	5/12/2025	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
C	Directors & Officers			EPP3951590	5/12/2024	5/12/2025	Aggregate	1,000,000

**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 are included as additional Insured as respects to General Liability if required or agreed to in a written contract subject to all provisions and limitations of the policy.

**CERTIFICATE HOLDER****CANCELLATION**

City of Oklahoma City 200 N Walker 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 

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