



Current Date 4/30/20

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

Event Name 25th Annual Plaza District Festival (Plaza Fest)

Expected Attendance 35K

Event Coordinator Casey Longacre, Plaza District Association

Email Address info@plazadistrict.org

Mailing Address 1745 NW 16th Street, Suite F1

Phone (405) 215-9793 Fax _____

Event Address (Location) 1745 NW 16th Street

Event Start Day/Date 9-28-24 Event Start Time 12pm-10pm

Event End Day/Date 9-28-24 Event End Time _____

Set-up Day/Date 9-28-24 Start Time 6am End Time 6am

Tear-down Day/Date 9-28-24 Start Time 11:59pm End Time 11:59pm

Street Closure Times (if applicable)

Closure Day/Date 9-28-24 Time 6am

Reopening Day/Date ~~9-28-24~~ 9/29/24 Time ~~11:59pm~~ 12:00 AM

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

Plaza District Festival is an annual festival
featuring local artist vendors, performances,
food, and kids activities

Located on the 1700 block of NW 16th St. in OKC
between Indiana and Blackwelder

Is this an annual event? Yes If yes, how many years? 25

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 checked="" type="checkbox"/> Beverage sales | <input type="checkbox"/> Procession/Horse Procession | <input type="checkbox"/> Residential area |
| <input checked="" 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 type="checkbox"/> Athletic event |
| <input checked="" type="checkbox"/> Street activities | <input type="checkbox"/> Electrical wiring/generator(s) | <input type="checkbox"/> Filming |

Number of tents 26-50

Size of tent(s) 10 x 10

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

Emergency primary contacts during event:

Name Casey Longacre
Mobile (405) 215-4793
Email info@plazadistrict.org

Name Rachael Leonhart
Mobile (405) 578-5718
Email director@plazadistrict.org

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 (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 _____



Event Description: The 25th annual Plaza District Festival will be held on Saturday, September 28th from noon-10pm. This event is free and open to the public.

What started as a celebration of the comeback of the revitalized Plaza District, the Plaza District Festival now draws a crowd from around the Oklahoma City area as well as visitors looking for that taste of local.

Located on Northwest 16th Street, the Plaza District Festival highlights a wide array of Oklahoma's own performing artists, visual artists and musicians while patrons enjoy local food, fun for kids and the chance to purchase items they like at artist booths.

During the day-long festival, you can catch a performance at any of the two outdoor stages set up in the district. You'll also be able to see artists in action at the annual Plaza Walls Mural Expo.

Event Date: Saturday, September 28th, 2024

Event Start Time: Noon

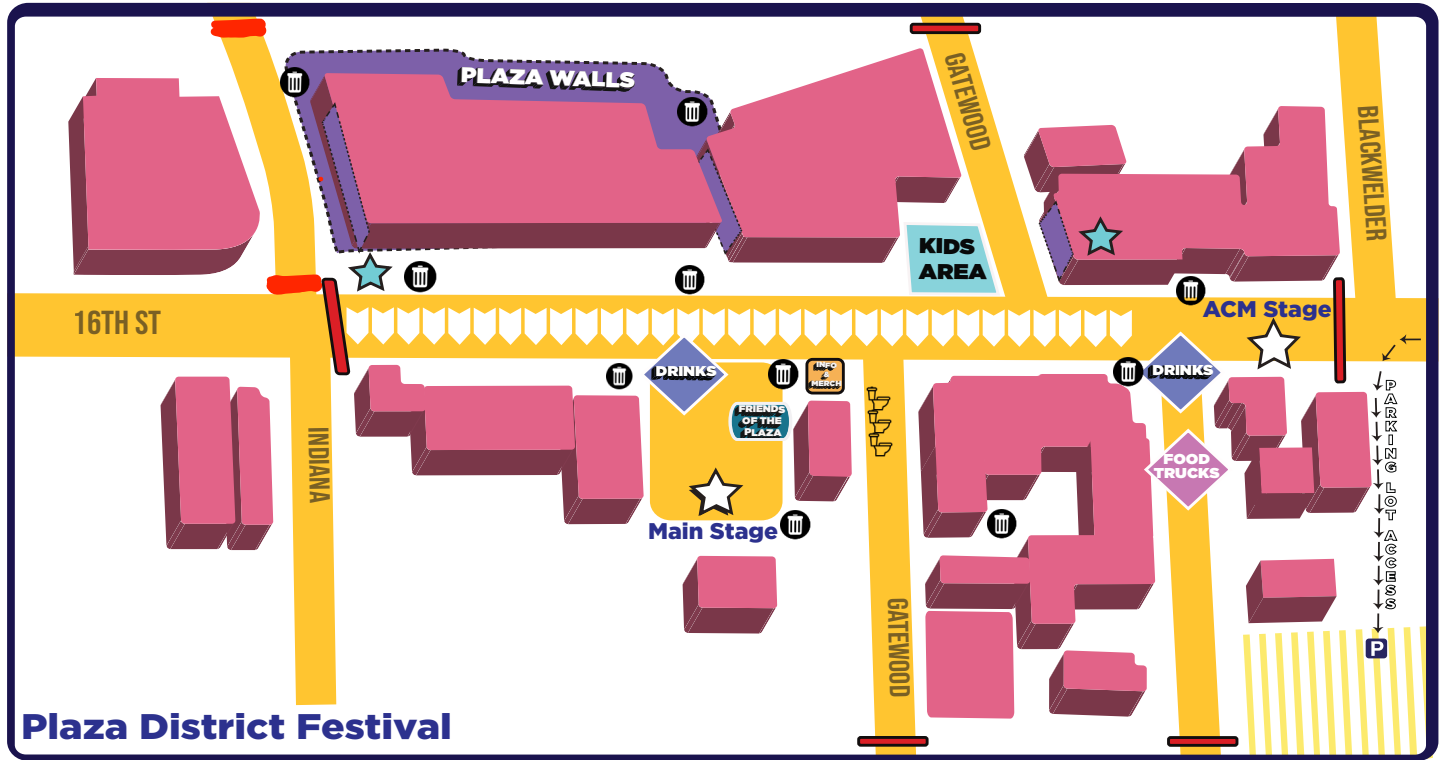
Event End Time: 10:00pm

Street Closure Start Time: 5:00am

Street Closure End Time: midnight

PLAZA DISTRICT FESTIVAL

Event Map, Traffic Plan, & Public Restrooms



LEGEND

-  **Street Closure**
-  **Trash Can**
-  **Public Restrooms**
-  **Stage**
-  **Vendor**



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, RACHAEL CRAWFORD

Name

as event coordinator of the 25TH ANNIVERSARY PLAZA DISTRICT FESTIVAL

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 9/28/2024

date(s)

[Signature] 8/15/2024

Signature

Date

Subscribed and sworn before me this 15th day of August, 2024

[Signature]

Notary Public

My commission expires 10/7/24

Find additional info and forms @ 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

Event Name 25th annual Plaza District Festival
 Event Contact Name Casey Longacre
 Event Contact E-mail info@plazadistrict.org Phone (405) 215-9793
 Event Date(s) September 28th, 2024
 Street(s) will be closed from 6:00 am until 11:59 pm

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)
✓		<i>[Signature]</i>	1745 NW 16 th St (Plaza 2 nd walls)
✓		<i>[Signature]</i>	1739 NW 16 th (DIG IT)
✓		<i>[Signature]</i>	1745 NW 16 th Folk Life
✓		<i>[Signature]</i>	1745 NW 16 th Terra Stone
✓		<i>[Signature]</i>	1745 NW 16 th Oklahoma 73106
✓		<i>[Signature]</i>	1754 NW 16 th Bad Brandy
✓		<i>[Signature]</i>	1747 Grand Royale
✓		<i>[Signature]</i>	1716 NW 16 th Plaza Stone
✓		<i>[Signature]</i>	1708 NW 16 th St. BY Everyone
✓		<i>[Signature]</i>	1706 NW 16 th St. GREN MORE
✓		<i>[Signature]</i>	1704 NW 16 th St. Aurora
✓		<i>[Signature]</i>	1700 NW 16 th FRIOS

THREE
MAMA



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[illegible]



Plaza District <info@plazadistrict.org>

REMINDER: Street Closure Petition Signatures

Kendon Lacy <executivedirector@okcimprov.com>

Wed, May 8, 2024 at 7:46 AM

To: The Plaza District- General Info <info@plazadistrict.org>

Totally agree with street closure! Most likely won't be able to coordinate times to sign.

Thanks,

Kendon Lacy

Executive Director



OKC Improv

#PlazaProv

[Quoted text hidden]



Plaza District <info@plazadistrict.org>

REMINDER: Street Closure Petition Signatures

Nada Alkadi <nadaalkadi101@gmail.com>

Tue, May 7, 2024 at 3:34 PM

To: The Plaza District- General Info <info@plazadistrict.org>

I agree with street closure!

[Quoted text hidden]



Plaza District <info@plazadistrict.org>

REMINDER: Street Closure Petition Signatures

Cassie Neahring <outonalimbokc@gmail.com>
To: The Plaza District- General Info <info@plazadistrict.org>

Tue, May 7, 2024 at 5:52 PM

I agree to all the street closures. I won't be in tomorrow

[Quoted text hidden]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/14/2024

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).

PRODUCER License # 1017969 INSURICA 5100 N. Classen Blvd, #300 Oklahoma City, OK 73118	CONTACT NAME: Brittany Groenheide	
	PHONE (A/C, No, Ext): (405) 556-2329	FAX (A/C, No):
	E-MAIL ADDRESS: Brittany.Groenheide@INSURICA.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Scottsdale Insurance Company	41297
INSURED Plaza District Association 1745 NW 16th St, F1 Oklahoma City, OK 73106	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 <div><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR</div> <div>GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:</div>			CPS7915950	12/29/2023	12/29/2024	<div>EACH OCCURRENCE \$ 1,000,000</div> <div>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000</div> <div>MED EXP (Any one person) \$ 5,000</div> <div>PERSONAL & ADV INJURY \$ 1,000,000</div> <div>GENERAL AGGREGATE \$ 2,000,000</div> <div>PRODUCTS - COMP/OP AGG \$ 2,000,000</div> <div></div>
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <div><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY</div>			CPS7915950	12/29/2023	12/29/2024	<div>COMBINED SINGLE LIMIT (Ea accident) \$</div> <div>BODILY INJURY (Per person) \$</div> <div>BODILY INJURY (Per accident) \$</div> <div>PROPERTY DAMAGE (Per accident) \$</div> <div></div>
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <div>DED <input type="checkbox"/> RETENTION \$</div>						<div>EACH OCCURRENCE \$</div> <div>AGGREGATE \$</div> <div></div>
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <div>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below</div>		N / A				<div><input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER</div> <div>E.L. EACH ACCIDENT \$</div> <div>E.L. DISEASE - EA EMPLOYEE \$</div> <div>E.L. DISEASE - POLICY LIMIT \$</div>

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

The City of Oklahoma City and Its Trusts are additional insured.

CERTIFICATE HOLDER

CANCELLATION

The City of Oklahoma City and Its Trusts
200 N Walker, 3rd Floor
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