



Current date 1/13/2024

Applications processed in the order received / Preference given to long-standing events

Event McNellie's Annual St. Patrick's Day Block Party

Expected number of participants 2,500 people throughout the day

Event coordinator(s) Brian Pittman, Katie McCormick

Email address + address brian.pittman@mcnellies.com, 1100 Classen Dr. OKC, OK 73103

Phone (405) 824-2852 Fax _____

Event Start: Day/Date Saturday, March 16th 2024 Time 12:00pm

Event End: Day/Date Sunday, March 17th 2024 Time Midnight 12am

Setup: Day/Date Friday, March 15th 2024 Start time 12:00pm End time 5:00pm

Teardown: Day/Date Monday, March 18th 2024 Start time 8:00am End time 12:00pm

Street Closure Times (if applicable)

Closure: Day/Date Friday, March 15th 2024 Time 12:00pm

Reopening: Day/Date Monday, March 18th 2024 Time 12:00pm

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

We are asking to close down N Walker starting just north of the 10th St traffic circle & Park and continuing to the alleyway located just south of where Cafe do Brazil used to be. This will be used to host our 15th annual St. Patrick's Day Block Party. The event site is located on N. Walker just to the east of our restaurant/pub James E. McNellie's Public House. We will have a tent set up in the street and we will be selling both beer and alcoholic beverages along with one food vendor.

Is this an annual event? Yes If yes, how many years? 15 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.



The City of **OKLAHOMA CITY**

SPECIAL EVENT PERMIT

Event Includes:

- | | | |
|---|---|--|
| <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 | <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 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 type="checkbox"/> Street activities | <input type="checkbox"/> Electrical wiring/generator(s) | <input type="checkbox"/> Filming |

Number of tents 2 (two) Size of tent(s) 30' x 90', 20' x 20'

Please note: the application deadline for ABLE (alcohol) licenses is **60 days** prior to the event.

Primary contacts (during event):

Name <u>Brian Pittman</u>	Name <u>Katie McCormick</u>
mobile <u>(405) 824-2852</u>	mobile <u>(405) 831-8356</u>
email <u>brian.pittman@mcnellies.com</u>	email <u>katie@mcnellies.com</u>

2

Event Coordinator Signature

[Handwritten 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 to: Special Events – Public Information & Marketing, 200 N Walker, OKC, OK 73102
email: specialevents@okc.gov office 405-297-2890 fax 405-297-3124

SPECIAL EVENTS OFFICE USE

Staff comments

Special Events Office Approval _____

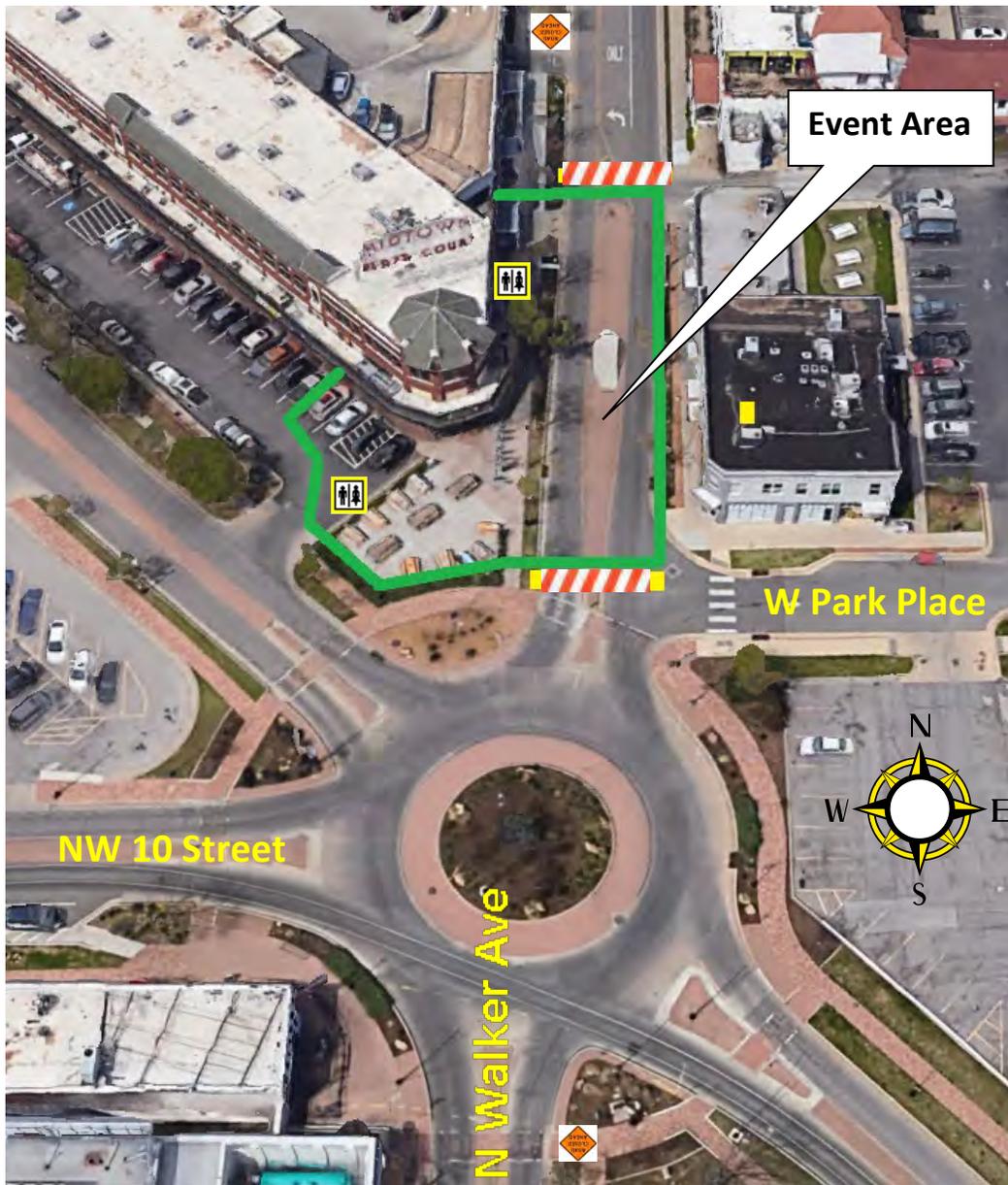


McNellie's Annual St. Patrick's Day
Block Party
Saturday, March 16th – Sunday, March 17th

City Services
Presentation Packet

“Exhibits A, B and C”

Event Site Map, Traffic Control Plan and Public Restroom and Event Solid Waste Management Plan



Event Site Map Legend



1 accessible and 14 non-accessible-type portable public restrooms provided in addition to restroom facilities available inside McNellie's restaurant



Road Closure Point – Type III Barricades



Advance Road Closure Warning Signs

Exhibit A and B

There will be 2 Traffic Closures on Walker which are designated on the Site Event Map "Exhibit A"

South Traffic Barricade:

Walker will be closed with 3 Type III Barricades at 10th & Walker

Additional Road Closed Ahead signage will be placed at the south side of the traffic circle on Walker.

North Traffic Barricade:

Walker will be closed with 3 Type III Barricades at the alleyway just south of Café De Brazil.

Additional Road Closed Ahead signage will be placed at the intersection of 11th & Walker.

Additional Sidewalk Closed Ahead signage will be placed at the intersection of 11th & Walker.

Exhibit C

Rest Room & Waste Management Plan

There will be 15 portable restrooms (14 regular & 1 handicap) that have been ordered from Crossland's Rent-All. They will be delivered on Friday, March 15th and will be picked up on Monday, March 18th.

There will be eighteen (30) additional trash receptacles, provided by McNellie's, placed throughout the event site that will be maintained by staff and volunteers.

At the close of the event, the staff and volunteers will oversee the entire site cleanup. This will include the removal of all tents.

Emergency Contacts

McNellie's Plaza Court

1100 Classen Dr.

OKC, OK 73104

(405) 601-7468

attn: Brian Pittman (405) 824-2852

attn: Katie McCormick (405) 831-9356

MIDTOWN

RENAISSANCE

MIDTOWNR.COM
INFO@MIDTOWNR.COM

January 26, 2024

To Whom It May Concern:

We give permission to McNellie's Public House to utilize 5 parking spaces in front of their business at 1100 N Classen Drive for the St Patrick's Day event. Please let me know if you need anything further from me on this matter.

Respectfully,



Jana Boatman

Property Manager





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, BRIAN PITTMAN
Name

as event coordinator of the MENUELLIE'S ST. PATRICK'S DAY BLOCK PARTY
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 3/15 - 3/18/24
date(s)

[Signature]
Signature

2/10/24
Date

Subscribed and sworn before me this 10TH day of FEBRUARY, 2024.

My commission expires 04-24-2024





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 McNEELIE'S ST PATRICK'S DAY BLOCK PARTY
 Event Contact Name BRIAN PITTMAN
 Event Contact E-mail BRIAN.PITTMAN@MCNEELIES.COM Phone (405) 601-7468
 Event Date(s) SATURDAY MARCH 16th - SUNDAY MARCH 17th
 Street(s) will be closed from 7:00 AM SAT until 7:00 AM MON

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>	<i>1111 N Walker Ave. OKC</i>
X		<i>[Signature]</i>	<i>1120 N. Walker</i>
X		<i>[Signature]</i>	<i>1118 N Walker Ave.</i>
X		<i>Jade Wash</i>	<i>1112 N. Walker, Suite 101</i>
X		<i>Annabelle Harney</i>	<i>1112 N WALKER SUITE 102</i>
X		<i>[Signature]</i>	<i>1112 N. Walker Suite 103</i>
X		<i>[Signature]</i>	<i>1121 N. Walker Ave. Barkeep</i>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/16/2024

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 Arthur J. Gallagher Risk Management Services, LLC 5314 South Yale Avenue Suite 900 Tulsa OK 74135	CONTACT NAME: Karen Eubanks PHONE (A/C No. Ext): 918-884-2927 E-MAIL ADDRESS: Karen_Eubanks@ajg.com		FAX (A/C, No):													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Starr Indemnity & Liability Company</td> <td>38318</td> </tr> <tr> <td>INSURER B : Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER C : Liberty Mutual Fire Insurance Company</td> <td>23035</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>			INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Starr Indemnity & Liability Company	38318	INSURER B : Continental Insurance Company	35289	INSURER C : Liberty Mutual Fire Insurance Company	23035	INSURER D :		INSURER E :		INSURER F :
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INSURED McNellie's Group, LLC PO Box 2280 Tulsa, OK 74101	MCNEGRO-02															

COVERAGES

CERTIFICATE NUMBER: 1855218145

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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		1000305450231	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	AUTOMOBILE LIABILITY <input checked="" 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			AS2-Z91-476499-023	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y		7034195384	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER 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)
 Certificate holder is included as Additional Insured on the General Liability policy, as per endorsement # OG 184, edition 04-12.
 Certificate holder is included as Additional Insured on the Umbrella policy, as per endorsement CNA75504XX, edition 03-16.

City of Oklahoma City is included as Additional Insured per form #OG 184 04/12.
 RE: St. Patrick's Day.
 Event Date: 3/16/2024-3/17/2024

CERTIFICATE HOLDER**CANCELLATION**

City of Oklahoma City
 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

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The City of
OKLAHOMA CITY

SPECIAL EVENTS VENDOR LIST FORM Page 1

Event date 3/16 & 3/17 Event contact name BRIAN PITTMAN Phone number (405) 824-2852

Event Name 2024 McNEELIE'S ST PATRICK'S DAY Event address/location 1100 CLASSEN DR, OKC OK, 73103

**All info requested in
this form is necessary
for vendor approval.**

Final food & beverage vendor list is due no less than 10 business days prior to event date.

Merchandise vendors (non-food/non-beverage) can be added to the list up to 24 hours before event.

Send list to specialevents@okc.gov

Vendor fee schedule available in [Special Events Guide](#).

List ALL vendors; food & beverage vendors should be listed first. Homemade Food Freedom Act vendors need to be listed and where it asks for Certificate and License numbers enter HMFFA Vendor

	Vendor Business Name	Vendor contact name, phone number (MUST HAVE THIS) and e-mail address	Type of Product(s) (Food-Bev.-Merch.)	FOOD & BEVERAGE vendors only: City of OKC Certificate of Registration OKSDH Food License Number
1	Example: Yum-Yum's	John Smith 405-123-4567 johnsmith@email.com	food	FS-12345-L (OKC Cert. of Reg.) 55-54321 (OKSDH Food Lic.) HFFA Vendor
2	DUSTBOWL / FASSLER HALL	CHAD PEOPLES (405) 395-8072 CHAD@FASSLERHALL.COM	FOOD	FS-24002-L 55-91043
3	McNEELIE'S	BRIAN PITTMAN (405) 824-2852 BRIAN.PITTMAN@MCNEELIES.COM	BEER ALCOHOL	FS-06153-L 55-69157 HAL=07978-L
4				
5				