



Current Date 4/3/24

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

Event Name Juneteenth on the East

Expected Attendance 13,000

Event Coordinator Ginni Taylor, Jabee Williams

Email Address GinniNoTaylor@gmail.com

Mailing Address 1732 NE 23rd St, OKC OK 73111

Phone 405-965-1125 Fax _____

Event Address (Location) NE 23rd St between N Hood St & N Rhode Island Ave.

Event Start Day/Date Thursday June 15 Event Start Time 3pm

Event End Day/Date Thursday June 15 Event End Time 9pm

Set-up Day/Date Saturday June 13 Start Time 6am End Time 8am

Tear-down Day/Date Saturday June 16 Start Time 10pm End Time 12am

Street Closure Times (if applicable)

Closure Day/Date Saturday June 15th Time 6am

Reopening Day/Date Sunday June 16th Time 6am

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

Celebration for all people to come together. Annual Street festival with live music performances, food trucks & vendors, & community resources. Located on NE 23rd between N Hood St & N Rhode Island / N. Kelham.

Is this an annual event? yes If yes, how many years? 4

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

Number of tents 10-15

Size of tent(s) 10 x 10

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

Emergency primary contacts during event:

Name Sunni Taylor

Name Krista Rice

Mobile 405-965-1125

Mobile 405-822-3726

Email Sunnitaylor@gmail.com

Email Krista@kristaricespeaks.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 (preferred method)

Via Fax (405) 297-3124

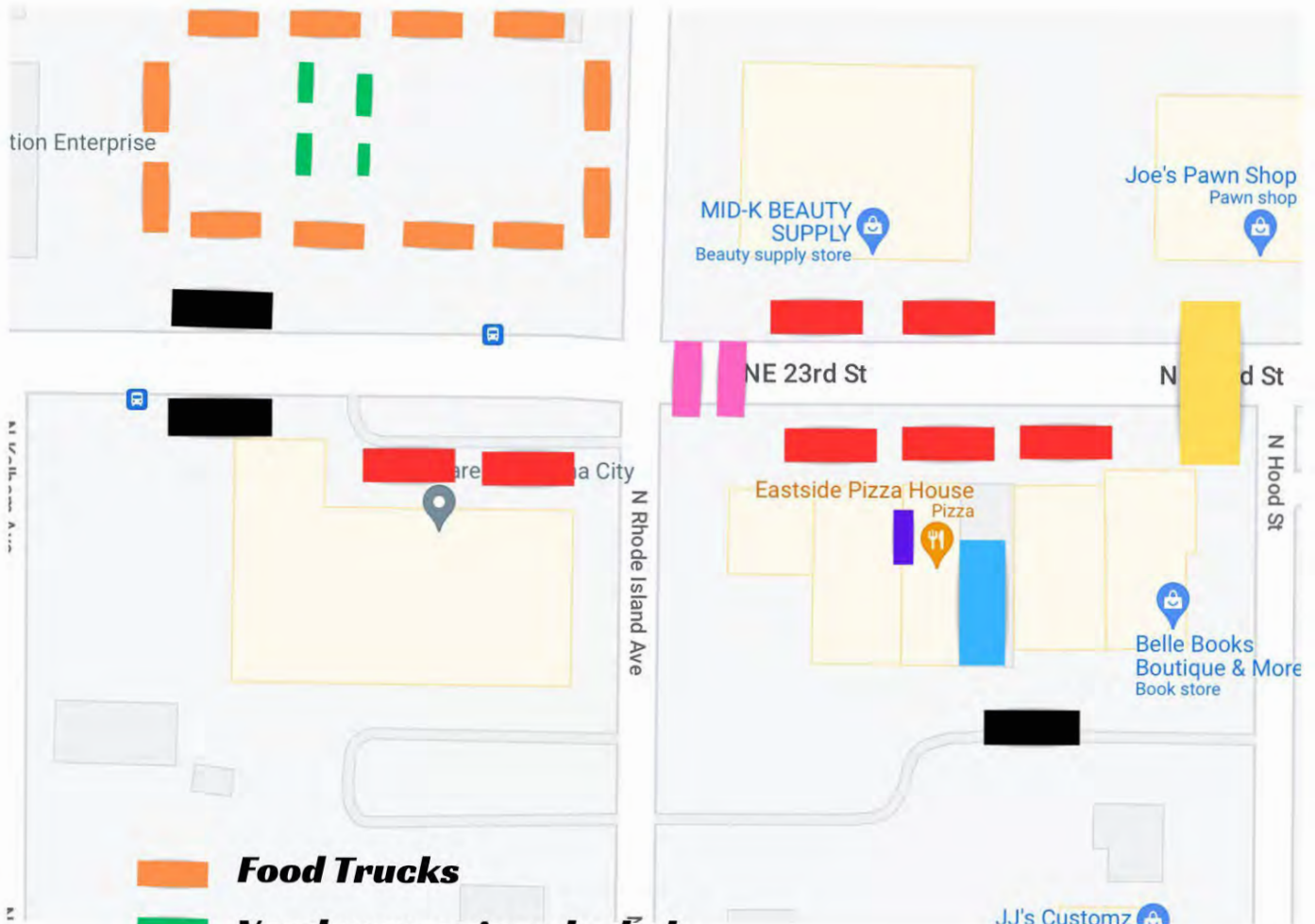
Questions? Call Special Events Permit Office (405)297-2890

SPECIAL EVENTS OFFICE USE

Staff comments:

Special Events Office Approval _____

Saturday Site Map.



- Food Trucks**
- Vendors serving alcohol**
- Merchant vendors**
- Stage**

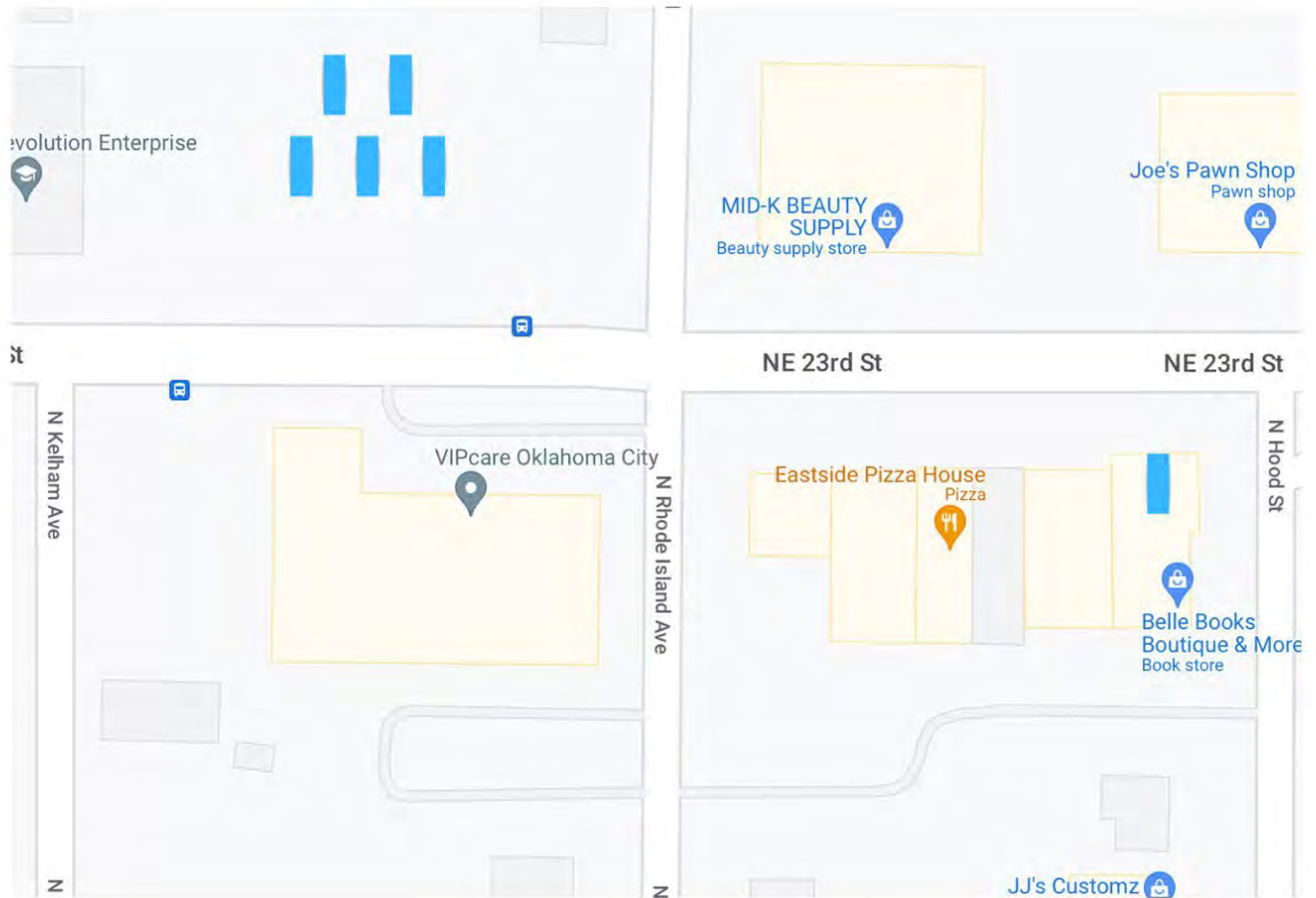
Kids Area/ Tent

Activitiy Buses

Information and Merchant booth

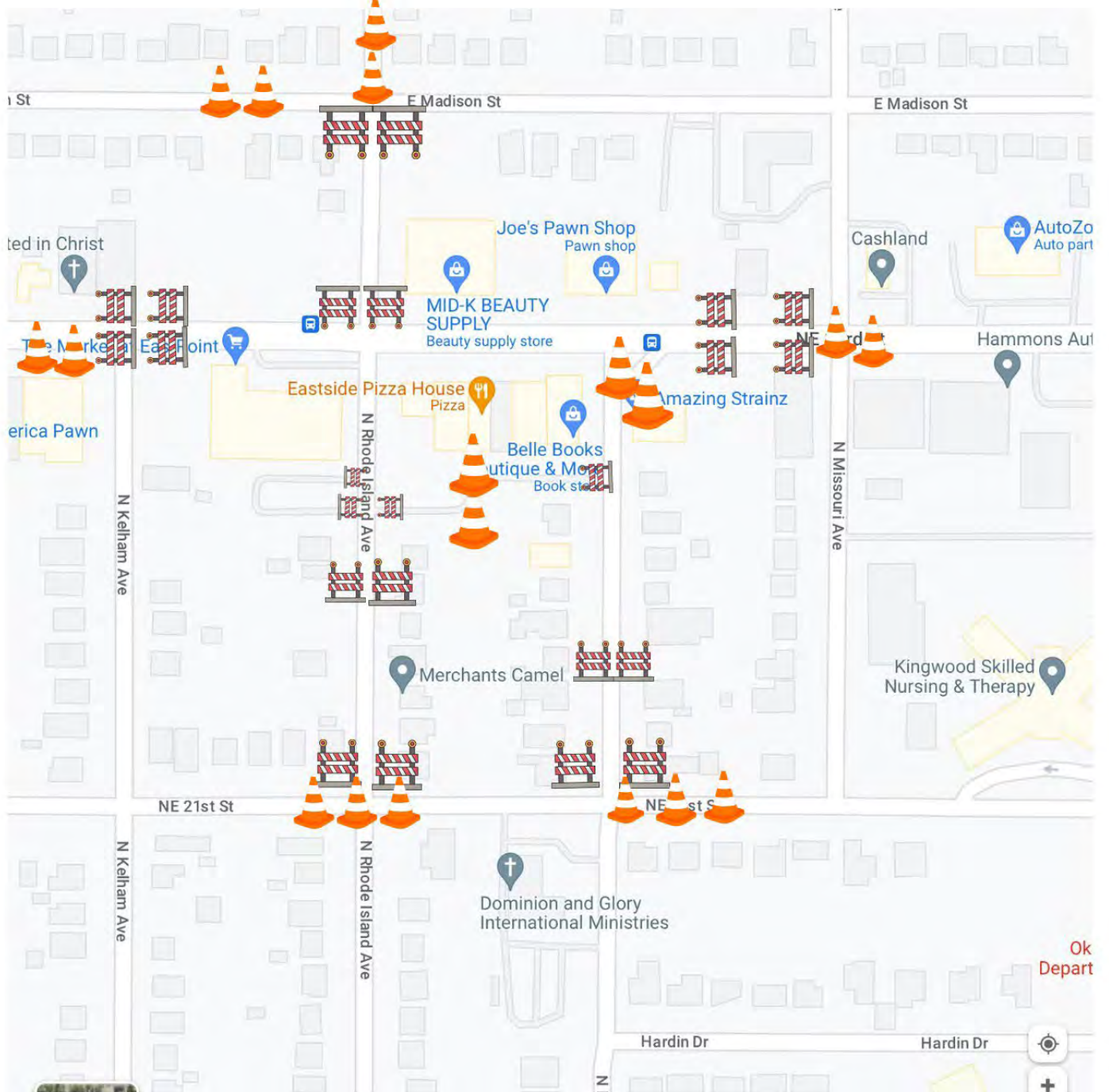
Voulenteer check in/hosting room

Site map for Alcohol sales



 ***Vendors serving alcohol***

Exhibit B



Barricades



Safety Cones

Exhibit C



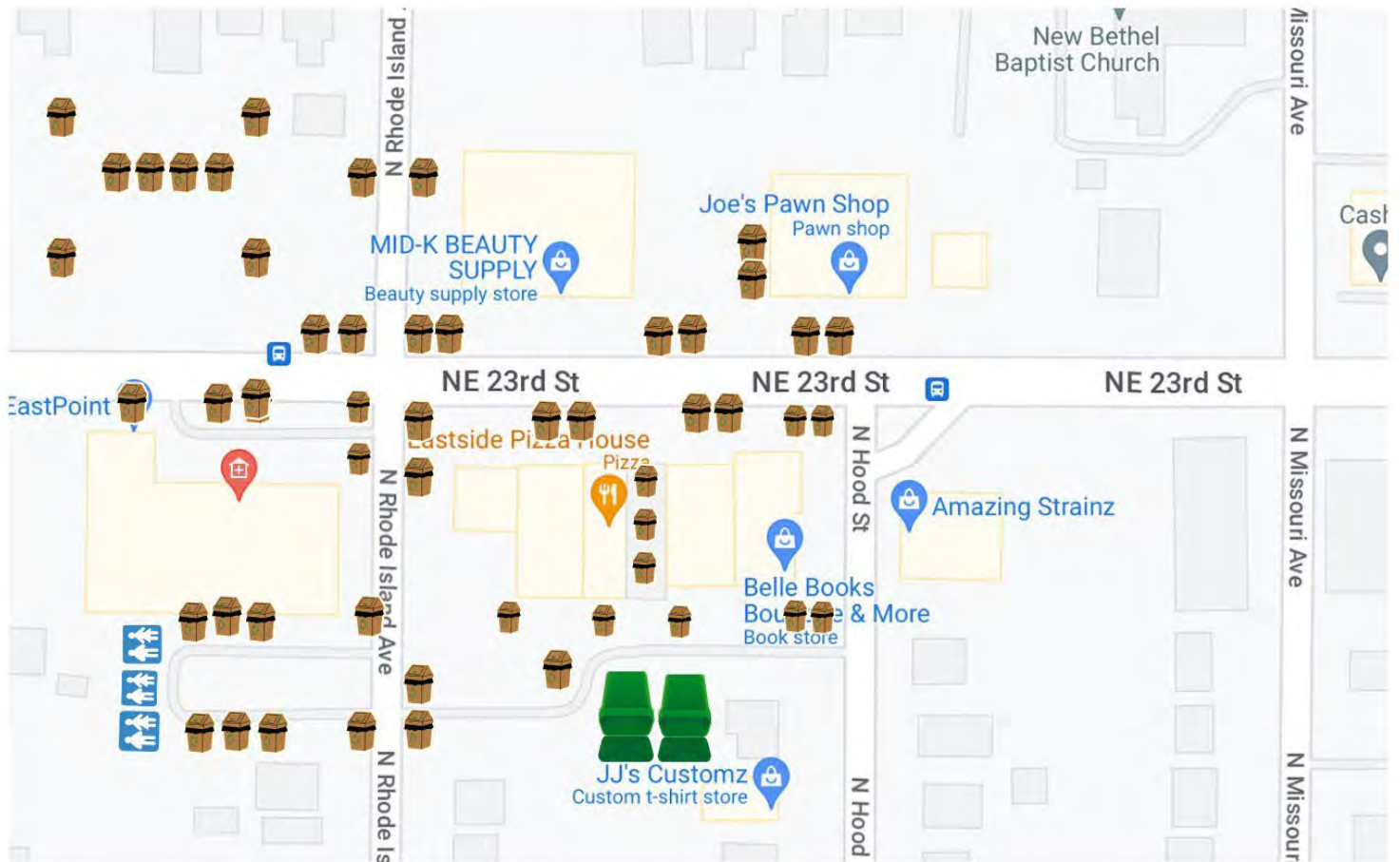
Dumpster



Port A Potties



Paper waste bins (55+)





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.

AFFIDAVIT OF WRITTEN NOTICE TO PROPERTIES ABUTTING EVENT

AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, Sunni Taylor

Name

as event coordinator of Juneteenth on the East

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)) June 15th

Sunni Taylor 4-26-24

Signature

Date

Subscribed and sworn before me this 26 day of April, 2024.



My commission expires _____

J. Traylor
Notary Public



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 Juneteenth on the East
Event Contact Name Sunny Taylor
Event Contact E-mail SunnyTaylor@gmail.com Phone 405-948-1125
Event Date(s) June 15th, 24 Saturday
Street(s) will be closed from 6 : am until 12 : 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>M. Gordon</i> (Gordon) GM	1825 N.E. 23rd St. Joe's Pawn
✓		<i>Heather</i> (Heather) Moon owner	1829 NE 23rd St. Lottic Scott Title
✓		<i>Sony Lee</i>	1803 NE 23rd SE MID-KB/S
✓		<i>M. Davis</i>	1720 NE 23rd St. STE A. (Essential Greens)
✓		<i>[Signature]</i>	1742 NE 23rd St Ste A (Scrawled)
✓		<i>[Signature]</i>	1800 NE 23rd St Ste C (Amazing Ground)
✓		<i>[Signature]</i>	1800 NE 23rd st Ste B (New BIK Walkstreet)



Page 2

Residents :)

STREET CLOSURE PETITION

Find additional info and forms @ www.okc.gov/specialevents



WITHLOV-02

JCOLLINS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/13/2024

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 INSURICA 2420 Springer Dr, Suite 105 Norman, OK 73069	CONTACT NAME:		
	PHONE (A/C, No, Ext): (405) 310-1583	FAX (A/C, No): (405) 217-0311	
	E-MAIL ADDRESS: service@INSURICAexpress.com		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Philadelphia Indemnity Insurance Company		18058
INSURED With Love OKC 608 Northwest Expressway #325 Oklahoma City, OK 73116	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	COMMERCIAL GENERAL LIABILITY	X		EV139230	6/15/2024	6/16/2025	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 0
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
								\$
								\$
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE	\$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A						E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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 are additional insured

CERTIFICATE HOLDER

CANCELLATION

City of Oklahoma City and its Trusts 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