



Current Date 2-6-2025

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

Event Name 26<sup>th</sup> Annual Plaza District Festival (Plaza Fest)

Expected Attendance 35 K

Event Coordinator Casey Longare, Plaza District Association

Email Address info@plazadistrict.org

Mailing Address 1745 NW 16<sup>th</sup> St., F1

Phone (405) 215-9793 Fax \_\_\_\_\_

Event Address (Location) 1745 NW 16<sup>th</sup> St.

Event Start Day/Date 9/27/25 Event Start Time 12pm

Event End Day/Date 9/27/25 Event End Time 10pm

Set-up Day/Date 9/27/25 Start Time 6am End Time 11am

Tear-down Day/Date 9/27/25 Start Time 10pm End Time 11:59pm

### Street Closure Times (if applicable)

Closure Day/Date 9/27/25 Time 6am

Reopening Day/Date 9/27/25 Time 11:59pm

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

The Plaza District Festival is an annual festival featuring local artists, vendor market, performers, food, drinks, and family friendly activities. This festival is located on the 1700 block of NW 16<sup>th</sup> St. in OKC between Indiana and Blackwelder.

Is this an annual event? Yes If yes, how many years? 26

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 0 Number of Horses/Animals participating 0

**Emergency primary contacts during event:**

Name Casey Longacre

Name Rachael Crawford

Mobile (405) 215-9793

Mobile (405) 578-5718

Email info@plazadistrict.org

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](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** \_\_\_\_\_







**Contact: Rachael Crawford**  
**Executive Director | Plaza District**  
**director@plazadistrict.org + (405) 578-5718**

## **26th Annual Plaza District Festival Waste and Electricity Usage Plan**

Exhibit C

### **Waste Plan**

The Plaza District handles event waste by having a contracted maintenance company.  
There are also 20+ trash bins throughout 16th ST.

### **Electricity Usage Plan**

The Plaza District uses its own electricity. No generators are used.



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, Casey Longacre  
as event coordinator of the 26<sup>th</sup> Annual Plaza District Festival  
Name  
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 9-27-25  
date(s)

[Signature]  
Signature

5-21-25  
Date

Subscribed and sworn before me this 21 day of May, 2025.

My commission expires 08/09/26

[Signature]  
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 26<sup>th</sup> Annual Plaza District Festival  
 Event Contact Name Casey Longacre  
 Event Contact E-mail info@plazadistrict.org Phone (405) 203-3933  
 Event Date(s) 9/27/25  
 Street(s) will be closed from 6 : am until 11 : 59pm

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>	Dig it OKC 1745 NW 16th
✓		<i>[Signature]</i>	FEEL LIFE 1745 NW 16th
✓		<i>[Signature]</i>	TERRA STONE 1745 NW 16th
✓		<i>[Signature]</i>	THEIVE MAMA 1745 NW 16th
✓		<i>[Signature]</i>	Out on a limb 1751 NW 16th St
✓		<i>[Signature]</i>	The Refillery 1757 NW 16th St
✓		<i>[Signature]</i>	BAD GRANNYS 1759 NW 16
✓		CHINH TRAN	OSHIKI Japan 1738 NW 16th St
✓		<i>[Signature]</i>	AURORA 1734 NW 16th
✓		<i>[Signature]</i>	Roxy's 1732 NW 16th St
✓		<i>[Signature]</i>	PLAZA 1716 NW 16
✓		<i>[Signature]</i>	PAINT & CHEERS 1614 NW 16th St





**STREET CLOSURE PETITION**

Agree	Disagree	Signature of property owner or lessee	Street address & business name (if applicable)
✓		Shelli Lee	1610 N Gatewood Ave
✓		Bruce Ball	1609 N. GATEWOOD AVE.
✓		NATH Wagon	1712 NW 16 <sup>th</sup>
✓		Channing	1710 NW 16 <sup>th</sup> TR
✓		John David Jones	1708 NW 16 <sup>th</sup> St.
✓		Quintin M. Jones	1706 NW 16 <sup>th</sup> St.
✓		Art G. G.	1704 NW 16 <sup>th</sup> St.
✓		Rakhi Petukh	1609 N Blackwelder Ave
✓		Murphy	1634 N BLACKWELDER
✓		Addison Bush	1701 NW 16 <sup>th</sup> St.
✓		Berkent	1709 NW 16 <sup>th</sup> St.
✓		Darcy H. Schen	1711 NW 16 <sup>th</sup> St.
✓		Paul Jones	1715 NW 16 <sup>th</sup> St.
✓		John G.	1708 N. Gatewood Ave.
✓		Dech	1717 NW 16 <sup>th</sup> St.
✓		Begonia Tatum	1749 NW 16 <sup>th</sup> Grand Royale





Plaza District &lt;info@plazadistrict.org&gt;

---

## Plaza District 2025 Event Street Closure Request

---

Rachael Leonhart <director@plazadistrict.org>  
To: Plaza District <info@plazadistrict.org>

Thu, May 8, 2025 at 10:24 AM



### Rachael Crawford Executive Director

Plaza District Association 501c3  
Plaza Business Alliance 501c6

p. (405) 578-5718

e. [director@plazadistrict.org](mailto:director@plazadistrict.org)

----- Forwarded message -----

From: **Katherine Reynolds** <[aneonqueen@gmail.com](mailto:aneonqueen@gmail.com)>  
Date: Wed, Apr 2, 2025 at 3:47 PM  
Subject: Re: Plaza District 2025 Event Street Closure Request  
To: Rachael Leonhart <[director@plazadistrict.org](mailto:director@plazadistrict.org)>

"Agree"

Sent from my iPhone

On Apr 2, 2025, at 3:16 PM, Rachael Leonhart <[director@plazadistrict.org](mailto:director@plazadistrict.org)> wrote:

Hi Kathy,

I hope you've been well! Please respond to this email by Wednesday, April 9, with **"Agree"** or **"Disagree"** regarding the following:

"I understand and have been notified of street closures associated with the annual Plaza District events on June 13th, August 8th, September 27th from 6am - 11:59 pm. I understand that if I have concerns about the proposed closure, I can contact the event organizer, Rachael Crawford, Executive Director of the Plaza District (405-578-5718 | [director@plazadistrict.org](mailto:director@plazadistrict.org)) or Oklahoma City's Special Events Office (405-297-2890)."

- **Property Owner/Representative: Kathy Reynolds**
- **Property Address:**
  - [1715-1717 N Gatewood Ave](#)
  - 1724-1726 NW 17th St.
- **Dates of Closures (please review below maps carefully as not all street closures will directly impact your property location(s):**
  - Friday, June 13th, 2025 | PRIDE! on the Plaza
  - Friday, August 8th, 2025 | SKATE! the Plaza
  - Saturday, September 27th, 2025 | Plaza District Festival + Plaza Walls Mural Expo



Plaza District &lt;info@plazadistrict.org&gt;

---

**Fwd: Plaza District 2025 Event Street Closure Request**

---

**Rachael Leonhart** <director@plazadistrict.org>  
To: Plaza District <info@plazadistrict.org>

Thu, May 8, 2025 at 10:25 AM

**Rachael Crawford**  
**Executive Director**Plaza District Association 501c3  
Plaza Business Alliance 501c6**p. (405) 578-5718****e. director@plazadistrict.org**

----- Forwarded message -----

From: **Steve Mason** <sm@bluebirdconsult.com>  
Date: Thu, Apr 3, 2025 at 10:37 AM  
Subject: RE: Plaza District 2025 Event Street Closure Request  
To: Rachael Leonhart <director@plazadistrict.org>

agree

---

**From:** Rachael Leonhart <director@plazadistrict.org>  
**Sent:** Wednesday, April 2, 2025 4:08 PM  
**To:** Steve Mason <sm@bluebirdconsult.com>  
**Subject:** Plaza District 2025 Event Street Closure Request

**Hi Steve,**

I hope you've been well! Please respond to this email by Wednesday, April 9, with "**Agree**" or "**Disagree**" regarding the following:

"I understand and have been notified of street closures associated with the annual Plaza District events on June 13th, August 8, September 27th from 6am - 11:59 pm. I understand that if I have concerns about the proposed closure, I can contact the event organizer, Rachael Crawford, Executive Director of the Plaza District (405-578-5718 | [director@plazadistrict.org](mailto:director@plazadistrict.org)) or Oklahoma City's Special Events Office (405-297-2890)."

- **Property Owner/Representative: Steve Mason**
- **Property Address:**



Please let me know if you have any questions or concerns!

Thank you,

Rachael



**Rachael Crawford**  
**Executive Director**

Plaza District Association 501c3  
Plaza Business Alliance 501c6  
p. (405) 578-5718  
e. director@plazadistrict.org





Plaza District &lt;info@plazadistrict.org&gt;

---

**Fwd: Plaza District 2025 Event Street Closure Request**

---

Rachael Leonhart <director@plazadistrict.org>  
To: Plaza District <info@plazadistrict.org>

Thu, May 8, 2025 at 10:22 AM

**Rachael Crawford**  
**Executive Director**

Plaza District Association 501c3  
Plaza Business Alliance 501c6

**p. (405) 578-5718****e. director@plazadistrict.org**

----- Forwarded message -----

From: **180 Development** <180residential@gmail.com>  
Date: Wed, Apr 23, 2025 at 7:37 AM  
Subject: Re: Plaza District 2025 Event Street Closure Request  
To: Rachael Leonhart <director@plazadistrict.org>  
CC: Jeff Struble <jeffstruble@yahoo.com>

Hi Rachael,  
We agree.  
Hope all is well.

On Wed, Apr 2, 2025 at 3:46 PM Rachael Leonhart <director@plazadistrict.org> wrote:

**Hi Jeff and Aimee,**

I hope you've been well! Please respond to this email by Wednesday, April 9, with **"Agree"** or **"Disagree"** regarding the following:

"I understand and have been notified of street closures associated with the annual Plaza District events on June 13th, August 8, September 27th from 6am - 11:59 pm. I understand that if I have concerns about the proposed closure, I can contact the event organizer, Rachael Crawford, Executive Director of the Plaza District (405-578-5718 | [director@plazadistrict.org](mailto:director@plazadistrict.org)) or Oklahoma City's Special Events Office (405-297-2890)."

- **Property Owner/Representative: Jeff & Aimee Struble**
- **Property Address:**
  - [1804 NW 16th St](#)
  - [1815 NW 16th St](#)
  - [1630 N Blackwelder Ave](#)
  - [1620 N Blackwelder Ave](#)
  - [1618 N Blackwelder Ave](#)
  - [1601 N Blackwelder Ave](#)
  - [1609 N Blackwelder Ave](#)
  - [1706 NW 16th St](#)
  - [1708 NW 16th St](#)
  - [1712 NW 16th St](#)



Please let me know if you have any questions or concerns!

Thank you,  
Rachael



**Rachael Crawford**  
**Executive Director**

Plaza District Association 501c3  
Plaza Business Alliance 501c6  
p. (405) 578-5718  
e. director@plazadistrict.org



PLAZDIST01

MANDERSON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/22/2025

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 License # 1017969 INSURICA 5100 N. Classen Blvd, #300 Oklahoma City, OK 73118	CONTACT NAME: <b>Cole Deardeuff</b> PHONE (A/C, No, Ext): <b>(405) 556-2334</b> FAX (A/C, No): <b>(405) 556-2332</b> E-MAIL ADDRESS: <b>Cole.Deardeuff@INSURICA.com</b>
	INSURER(S) AFFORDING COVERAGE INSURER A : <b>Scottsdale Insurance Company</b> INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED  <b>Plaza District Chamber of Commerce</b> <b>1751 B NW 16th St</b> <b>Oklahoma City, OK 73106</b>	NAIC # <b>41297</b>

## 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		CPS8124460	12/29/2024	12/29/2025	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CPS8124460	12/29/2024	12/29/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 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"/> 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)

The City of Oklahoma City and Its Trusts is an Additional Insured with respect to General Liability, if required in a written contract, subject to all conditions, provisions, and limitations in the policy.

## 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 
--	---