



Current Date 1/29/25

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

Event Name 2025 Paseo Arts Festival

Expected Attendance 60,000

Event Coordinator Amanda Bleakley

Email Address amanda@thepaseo.org

Mailing Address 3024 Paseo, Oklahoma City, OK 73103

Phone (405)525-2688 Fax _____

Event Address (Location) 3024 Paseo, Oklahoma City, OK 73103

Event Start Day/Date 5/24/25 Event Start Time 10:00 AM

Event End Day/Date 5/26/25 Event End Time 5:00 PM

Set-up Day/Date 5/22/25 Start Time 2:00 PM End Time 10:00 PM

Tear-down Day/Date 5/27/25 Start Time 8:00 AM End Time 12:00 PM

Street Closure Times (if applicable)

Closure Day/Date 5/22/25 Time 2:00 PM

Reopening Day/Date 5/27/25 Time 12:00 PM

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

The Paseo Arts Festival is a three day festival open the public.

We have 90 artists, 20 food and drink vendors and 50 groups of entertainers on two stages.

Is this an annual event? Yes If yes, how many years? 48

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 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 100

Size of tent(s) 10x10, 20x20 and 40x40

Number of Parade Entries 0 Number of Horses/Animals participating 0

Emergency primary contacts during event:

Name <u>Amanda Bleahey</u>	Name <u>Collin Rosebrook</u>
Mobile <u>(405) 919-7169</u>	Mobile <u>(918) 576-4803</u>
Email <u>amanda@thepaseo.org</u>	Email <u>paseopotter@cox.net</u>

Event Coordinator Signature Amanda Bleahey

(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:

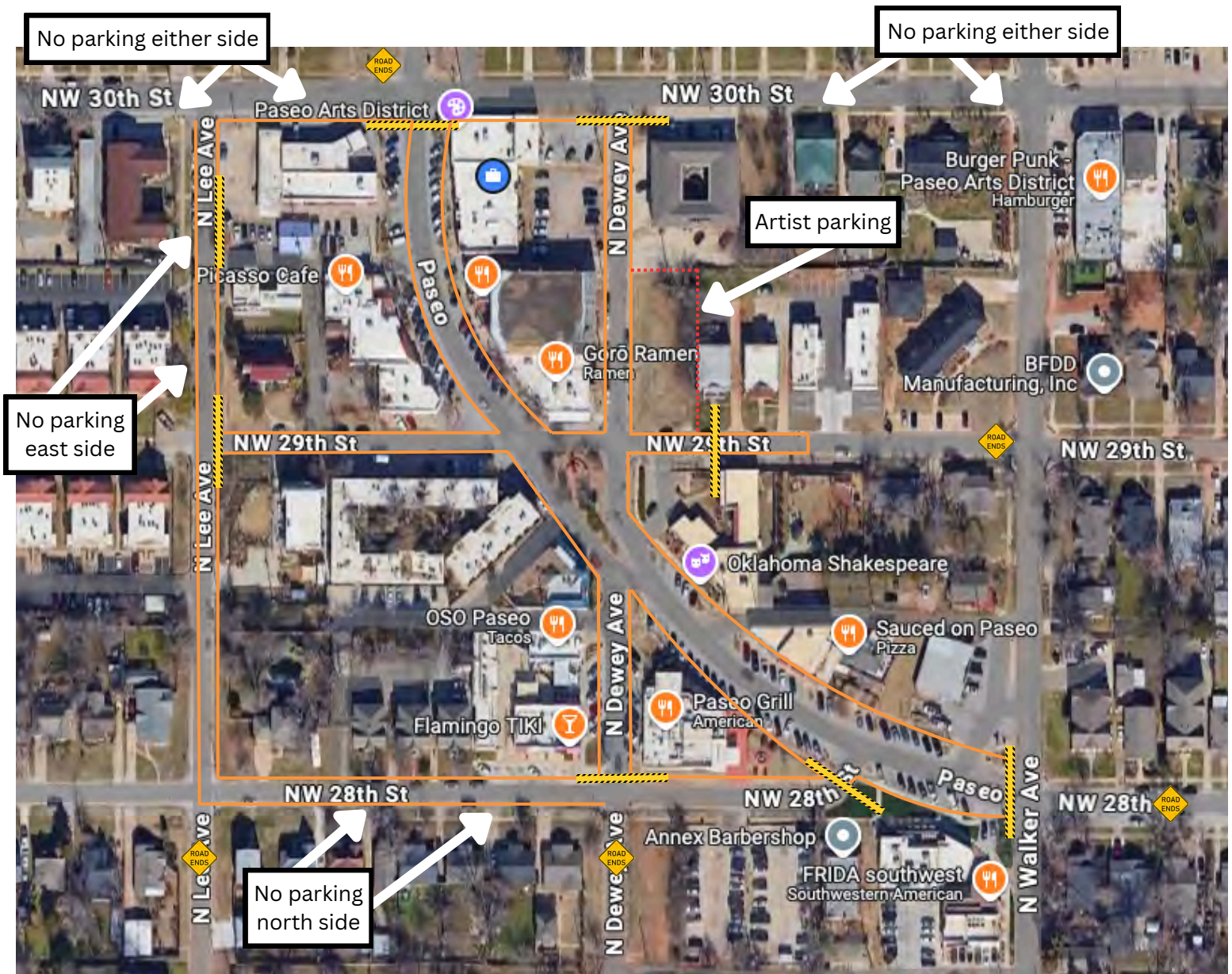
Special Events Office Approval _____

Questions? Call 405-297-2890 Additional information / Download forms @ okc.gov/specialevents

Exhibits A and B

Event Site Plan and Event Traffic Control Plan

2025 Paseo Arts Festival



Event Map Legend



Limits of street right-of-way reserved for Paseo Arts Association (PAA) event with exceptions and exclusions as noted



Paseo Arts Festival event areas and road closure points (Type II Barricades)
(Locations generally as illustrated)



Paseo Arts Festival event advance road closure warning signs
(Locations generally as illustrated)

EXHIBIT C

Event Public Restroom and Solid Waste Management Plan

Public Restrooms provided by United Rental

15 Total Portable Restroom Facilities: 12 Standard and 3 Handicap Accessible
2 Waste Holding Tanks, 3 Hand Sanitizer Stations

3 Portable Restroom Facilities and 1 Handicap Accessible Portable Restroom will be placed in a visible alley area between 30th and 29th and Paseo with a large sign that says "RESTROOMS" and a directional arrow.

3 Portable Restroom Facilities and 1 Handicap Accessible Portable Restroom will be placed in a visible area at the intersection of 29th and Dewey with a large sign that says "RESTROOM" and a directional arrow.

3 Portable Restroom Facilities and 1 Handicap Accessible Portable Restroom will be placed in a visible area in the alley area between 3014 Paseo and the Plunge with large sign that says "RESTROOM" and a directional arrow.

The contractor, United Rentals, pumps the facilities and holding tanks a total of two times, Saturday and Sunday mornings. They are also on call until 9pm Saturday and Sunday should emergencies arise. The facilities are picked up on the Tuesday morning following festival. The estimated ratio of facilities to visitors is 1,000 per day per facility.

Solid Waste Management Plan – Provided by Smiley Services and Fertile Ground

(2) 40 Yard Solid Waste Dumpsters are brought in for Festival. There are an estimated 4 smaller dumpsters in place year-round. 40 trashcans are placed throughout the streets for visitor trash. Employees of Smiley Services, Inc. remain on site during the hours of the festival and are paid to ensure proper disposal of all trash.

Fertile Ground is our recycling partner and places 15 recycling carts w/ signage around the festival grounds. Volunteers collect it during the festival and Fertile Ground sorts and disposes after the festival is over.

2025 Paseo Arts Festival

EXHIBIT D

EMERGENCY CONTACTS

Amanda Bleakley
Executive Director
Paseo Arts Association
W: 405-525-2688
C: 405-919-7169

Collin Rosebrook
Chair, Paseo Arts Festival
Owner, Paseo Pottery
W: 405-525-3017
C: 405-919-3117

Theresa Hultberg
Program Manager
Paseo Arts Association
W: 405-525-2688
C: 405-412-4352

Security Plan:

The City provides officers for the daytime hours on Saturday and Sunday, and an off-duty Oklahoma Sherriff has been hired for Monday. Two off-duty Oklahoma Sheriff's patrol overnight Friday, Saturday, Sunday and Monday



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, Amanda Bleahley

as event coordinator of the Paseo Arts 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 5/22 - 5/27/25
date(s)

Amanda Bleahley 5/21/25
Signature Date



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

Christin Scheel
Notary Public

My commission expires 3/16/27

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 Paal</i>	Pizza Palace - 5678 Street Name, OKC

Contact Name Amanda Bleakley
 Contact E-mail amanda@thepaseo.org Phone (405)525-2688
 Street(s) will be closed on DATE:(mm.dd.yy) 05/22/25 TIME 2 : 00 PM
 Street(s) will re-open on DATE:(mm.dd.yy) 05/27/25 TIME 12 : 00 PM
 Street closure is from what street to what street? NW 30th St to NW 28th St and N Lee Ave to N Walker Ave

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>	3010 Paseo (Art & Souls)
✓		<i>Betsy King</i>	3001 Paseo (Betsy King)
✓		<i>Synthia Thomas</i>	2928 Paseo (Contemporary Art Gallery)
✓		<i>Eden Boutique</i>	3014 Paseo (Eden Boutique)
✓		<i>[Signature]</i>	605 NW 28th St. (Flamingo Tiki)
✓		<i>[Signature]</i>	3000 Paseo (Goro Ramen)
✓		<i>[Signature]</i>	3005 A Paseo (In Your Eye)
✓		<i>[Signature]</i>	3018 Paseo (JW)
✓		<i>[Signature]</i>	2810 N Walker Ave (JRB Art at the Elms)
✓		<i>[Signature]</i>	3022 Paseo Rd (Literati Press)
✓		<i>[Signature]</i>	2920 Paseo (Oklahoma Shakespeare)
✓		<i>[Signature]</i>	603 NW 28th St. (Oso)



STREET CLOSURE PETITION

Agree	Disagree	Signature of property owner or lessee	Street address & business name (if applicable)
✓		<i>[Signature]</i>	2927 Paseo (Paseo Gallery One)
✓		<i>[Signature]</i>	2909 Paseo (Paseo Grill)
✓		<i>[Signature]</i>	3017 Paseo (Paseo Pottery)
✓		<i>[Signature]</i>	3009 Paseo (Picasso Cafe)
✓		<i>[Signature]</i>	3003 (Planet Dorshak)
✓		<i>[Signature]</i>	2912 Paseo (Sauced on Paseo)
✓		<i>[Signature]</i>	612 NW 29th St. (SixTwelve)
✓		<i>[Signature]</i>	3016 Paseo (Su Casa)
✓		<i>[Signature]</i>	2928b Paseo (Sunset Gallery)
✓		<i>[Signature]</i>	3021 Paseo (Studio Six)
		<i>[Signature]</i>	3007 Paseo (The Other Room)
✓		<i>[Signature]</i>	3004 Paseo (West + Main)
✓		<i>[Signature]</i>	3005 Paseo (Wildfire)
		<i>[Signature]</i>	3000 N Lee Ave
✓		<i>[Signature]</i>	3003 A Paseo (Little D)
✓		<i>[Signature]</i>	3010 Paseo Dr. (Wisteria)
✓		<i>[Signature]</i>	3010 N Paseo Dr. (Holey Rollers)



Page 1

STREET CLOSURE PETITION

Agree	Disagree	Signature of property owner or lessee	Street address & business name (if applicable)
x			1234 Street Name, OKC
x		Mary Joseph	letter attached 3456 Street Name, OKC
x		Jane Doe	e-mail attached - 91011 Street Name, OKC
x		Peter Paul	Pizza Palace - 5678 Street Name, OKC

Contact Name Amanda Bleakley
Contact E-mail amanda@the Paseo Phone (405) 525-2688
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[illegible]

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

From: [Robert Clark](#)
To: [Watson, Drew M](#)
Subject: Re: Paseo Arts Festival - Paseo Drive closure
Date: Monday, April 14, 2025 11:18:25 PM

Yes. Duly authorized. Looking forward to the event.

Am I to be slated for approval with the Special Events board? I can come up if like.

On Monday, April 14, 2025 at 04:27:14 PM CDT, Watson, Drew M <drew.watson@okc.gov> wrote:

Hi Robert,

I wanted to touch base to make sure you had authorized Paseo Grill to approve the closure of Paseo Drive for the Paseo Arts Festival. Paseo Grill did sign the Paseo Arts Fest's street closure petition. I believe in the past you've allowed Paseo Grill to approve for that portion of the closure, but I just wanted to confirm that was the case again this year.

Thank you!

Best regards,

Drew Watson

Permits and Events Coordinator

City of Oklahoma City

405.297.2890

www.okc.gov/specialevents

CONFIDENTIALITY NOTE: This e-mail message and any attachments are intended solely for the person to which it is addressed and may contain privileged and confidential information protected by law. If you have received this communication in error, please notify the sender immediately by telephone or e-mail, destroy this message and delete any copies held in your electronic files. Unauthorized use and/or re-disclosure may subject you to penalties under applicable state and federal laws.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/29/2025

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 Centennial Insurance Group, Inc. 2814 W. Britton Rd. Oklahoma City, OK 73120	CONTACT NAME: Bryan Chouinard PHONE (A/C, No, Ext): (405)286-5025 E-MAIL ADDRESS: Bryan@centennialins.com FAX (A/C, No): 866-242-9649
INSURED Paseo Artists Association, Inc. 3024 PASEO OKLAHOMA CITY, OK 73103	INSURER(S) AFFORDING COVERAGE INSURER A: LIO INSURER B: Star Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 17346 26255

COVERAGES**CERTIFICATE NUMBER:** 00006355-250423170256**REVISION NUMBER:** 3


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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		LIO1100046772-00	05/24/2025	05/26/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR 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"/> Y / N 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 \$
B	Liquor Liability			LLE0996620	05/24/2025	05/26/2025	1,000,000 Each Occ

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

The Certificate Holder is City of Oklahoma City and it's Trusts & is an Additional Insured on the General Liability Policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured adn are subject to the policy terms and conditions.

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  (BMC)
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