



Current Date 4/30/24

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

Event Name LIVE! on The Plaza (PRIDE! on The Plaza, Summer Block Party, SKATE! The Plaza)

Expected Attendance 2K-10K

Event Coordinator Casey Longacre, Plaza District Association

Email Address info@plazadistrict.org

Mailing Address 1745 NW 16th St, Suite F1

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

Event Address (Location) 1745 NW 16th St.

Event Start Day/Date 6/14/24, 7/12/24, 8/9/24 Event Start Time 6pm

Event End Day/Date 6/14/24, 7/12/24, 8/9/24 Event End Time 10pm

Set-up Day/Date 6/14/24, 7/12/24, 8/9/24 Start Time 6am End Time 8am

Tear-down Day/Date 6/14/24, 7/12/24, 8/9/24 Start Time 11:59pm End Time 11:59pm

### Street Closure Times (if applicable)

Closure Day/Date 6/14/24, 7/12/24, 8/9/24 Time 6am

Reopening Day/Date 6/14/24, 7/12/24, 8/9/24 Time 11:59pm

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

In coordination with our monthly LIVE! on The Plaza block party series, we proudly host PRIDE! on The Plaza, our Summer Block Party, and SKATE! The Plaza. Given the growth of all these events, we intend on shutting down most of the streets of the Plaza District for the safety of our guests. These events host live music and family friendly activities.

Is this an annual event? Yes If yes, how many years? 5

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 type="checkbox"/> Non-residential area             |
| <input type="checkbox"/> Food sales                   | <input checked="" type="checkbox"/> Amplified sound     | <input type="checkbox"/> Parklet                          |
| <input 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 12-25

Size of tent(s) 10x10

Number of Parade Entries 0

Number of Horses/Animals participating 0

**Emergency primary contacts during event:**

Name Casey Longacre

Name Rachael Leonhart

Mobile (405) 215-9793

Mobile (405) 578-5718

Email info@plazadistrict.org

Email director@plaza district . 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:

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**Special Events Office Approval** \_\_\_\_\_





The City of  
**OKLAHOMA CITY**

**SPECIAL EVENTS**

EVENT SCHEDULE

EVENT NAME - PRIDE! on The Plaza, LIVE! on The Plaza: Summer Block Party  
SKATE! The Plaza  
ORGANIZER - Plaza District Association  
CONTACT(S): Casey Longacre - (405) 215-9793 - info@plazadistrict.org  
Rachael Leonhart - (405) 578-5718 - director@plazadistrict.org

Date	Time	Description
6/14/24	3pm-10pm	PRIDE! on The Plaza - district wide block party w/ Drag entertainment, vendors, and DJ's. Also, hosting family friendly activities
7/12/24	6-10pm	Summer Block Party with live music.
8/9/24	6-10pm	SKATE! The Plaza is an annual block party that brings skaters of all kinds to the Plaza District. There are also multiple bands performing and an artist vendor market.

## Map for 2024 PRIDE! On the Plaza Street Closure



Map for 2024 LIVE! On the Plaza: Summer Block Party  
Street Closure



## Map for 2024 SKATE! The Plaza Street Closure



## Exhibit C

### LIVE! On The Plaza (PRIDE! On The Plaza, SKATE! The Plaza, and LIVE! On The Plaza: Summer Block Party) Waste and Electricity Usage Plan

#### 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.



## **Emergency Contact List**

### **Casey Longacre (Marketing Assistant)**

Phone- (405)215-9793

Email- [info@plazadistrict.org](mailto:info@plazadistrict.org)

### **Rachael Leonhart (Executive Director)**

Phone- (405)578-5718

Email- [director@plazadistrict.org](mailto:director@plazadistrict.org)

### **Richard Sturt (Stonewall Security)**

Phone- (405) 494-9792

Email- [rcsturt@stonewallsecurityok.com](mailto:rcsturt@stonewallsecurityok.com)

These are the how many security officers will be present at:

PRIDE! on The Plaza- 6

LIVE! On The Plaza: Summer Block Party- 2

SKATE! The Plaza- 4





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 Leonard

Name

as event coordinator of the LIVE ON THE PLAZA SERIES { PRIDE! on the PLAZA  
SUMMER BLOCK PARTY +  
SKATE! THE PLAZA }

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 6-14-24  
7-12-24 + 8-9-24  
date(s)

Rachael Leonard  
Signature

5/21/2024  
Date

Subscribed and sworn before me this 21st day of May, 2024.



Sophia Uribe  
Notary Public

My commission expires 11/17/25



Approvals for street closures can be received either by signing this petition or via letters or e-mails.

LIVE! ON THE PLAZA PRIDE SUMMER BLOCK PARTY SKATE

**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 LIVE! ON THE PLAZA SERIES: PRIDE ON THE PLAZA SUMMER BLOCK PARTY, SKATE THE PLAZA

Event Contact Name RACHAEL LEONARD

Event Contact E-mail director@plazadistrict.org Phone 405-578-5718

Event Date(s) JUNE 14, JULY 12, AUGUST 9

Street(s) will be closed from 6am : \_\_\_\_\_ 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 <sup>th</sup> Street (Plaza Walls)
✓		<i>[Signature]</i>	1739 NW 16 <sup>th</sup> (DIG IT)
✓		<i>[Signature]</i>	1745 NW 16 <sup>th</sup> Folk Life
✓		<i>[Signature]</i>	1745 NW 16 <sup>th</sup> st. Terra Stone
✓		<i>[Signature]</i>	1745 NW 16 <sup>th</sup> st. over on 7306
✓		CASSIE McDONALD	EMAIL ATTACHED 1745 NW 16 <sup>th</sup> <i>THREMAINT</i>
✓		<i>[Signature]</i>	1759 NW 16 <sup>th</sup> Bad Bunch <i>Arrival Line</i>
✓		<i>[Signature]</i>	1749 NW 16 <sup>th</sup> Grand Royale
✓		<i>[Signature]</i>	1716 NW 16 <sup>th</sup> PLAZA STORE
✓		<i>[Signature]</i>	1708 NW 16 <sup>th</sup> St. BY Everyone
✓		<i>[Signature]</i>	766 1706 NW 16 <sup>th</sup> st. Grimore
✓		<i>[Signature]</i>	1704 NW 16 <sup>th</sup> St. Aurora



## SPECIAL EVENTS

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## STREET CLOSURE PETITION

[illegible]





PLAZDIS02C

BGROENHEIDE

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/21/2024

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  
6100 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: United States Liability Insurance Company

25895

INSURED

Plaza District Chamber of Commerce  
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 SUBR INSD 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 <input type="checkbox"/> OTHER	X X	NBP1558411	6/20/2023	6/20/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X X	NBP1558411	6/20/2023	6/20/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED 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 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)  
City of Oklahoma City and its Trusts are an Additional Insured and a Waiver of Subrogation applies with respect to General Liability and Auto Liability if required or agreed to in a written contract subject to all provisions and limitations of the policy.

## CERTIFICATE HOLDER

## CANCELLATION

City of Oklahoma City, City Manager's Office  
City Manager's Office  
200 N. Walker Ave., 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