



Current Date 12/11/20

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

Event Name 2025 MARTIN LUTHER KING JR. HOLIDAY PARADE

Expected Attendance 1000

Event Coordinator William Jones/ D'Andrea Love

Email Address blkwolf33@yahoo.com/ dandrealove8@gmail.com

Mailing Address P O BOX 53084, OKC OK 73152

Phone 403068440/4058125098 Fax \_\_\_\_\_

Event Address (Location) \_\_\_\_\_

Event Start Day/Date 1/20/25

Event Start Time 2:00PM

Event End Day/Date 1/20/25

Event End Time 4:00PM

Set-up Day/Date 1/20/25

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Tear-down Day/Date 1/20/25

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Street Closure Times (if applicable)**

Closure Day/Date 1/20/25 Time 11AM

Reopening Day/Date 1/20/25 Time 4PM

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

Parade down Walker from 6th to Reno

Parade will disband at California and Reno.

Is this an annual event? Yes If yes, how many years? 45

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 type="checkbox"/> Street closure                 | <input type="checkbox"/> Assembly event (First Amendment) |
| <input type="checkbox"/> Beverage sales    | <input type="checkbox"/> Procession/Horse Procession    | <input type="checkbox"/> Residential area                 |
| <input type="checkbox"/> Alcohol sales     | <input checked="" type="checkbox"/> Parade              | <input type="checkbox"/> Non-residential area             |
| <input type="checkbox"/> Food sales        | <input type="checkbox"/> Amplified sound                | <input type="checkbox"/> Parklet                          |
| <input type="checkbox"/> Merchandise sales | <input 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 \_\_\_\_\_

Size of tent(s) \_\_\_\_\_

Number of Parade Entries \_\_\_\_\_ Number of Horses/Animals participating \_\_\_\_\_

**Emergency primary contacts during event:**

Name William Jones

Name D'Andrea Love

Mobile 405-306-8440

Mobile 405-812-5098

Email blkwolf33@yahoo.com

Email dandrealove8@gmail.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](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:

---



---



---

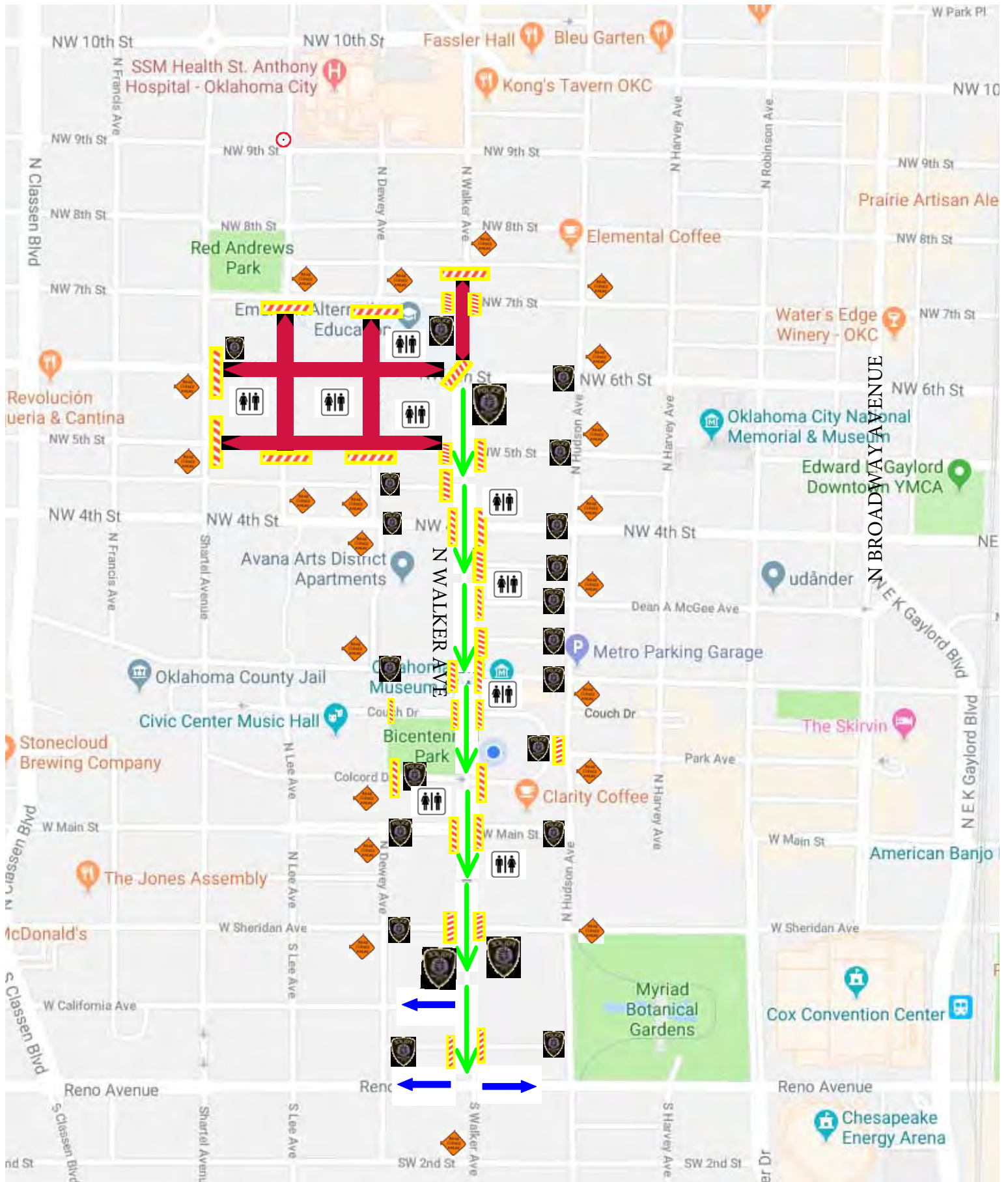


---

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



# Exhibits A, B & C-1



PARADE DISBANDING

PARADE ROUTE



RESTROOMS



STAGING AREA

## Exhibit C-2

**From:** [Dandrea Love](#)  
**To:** [Will Jones](#); [Watson, Drew M](#)  
**Subject:** Fwd: Fw: Clean Services for 2025 MLK Parade-DOKC Green Team  
**Date:** Thursday, December 12, 2024 1:12:51 PM  
**Attachments:** [image001.png](#)

---

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

**From:** **Winard Brown** <[brownwinard@gmail.com](mailto:brownwinard@gmail.com)>  
**Date:** Thu, Dec 12, 2024, 1:08 PM  
**Subject:** Fw: Clean Services for 2025 MLK Parade-DOKC Green Team  
**To:** [dandrealove8@gmail.com](mailto:dandrealove8@gmail.com) <[dandrealove8@gmail.com](mailto:dandrealove8@gmail.com)>

---

**From:** Stephanie Pierce <[Stephanie@downtownokc.com](mailto:Stephanie@downtownokc.com)>  
**Sent:** Thursday, December 12, 2024 12:18 PM  
**To:** [brownwinard@gmail.com](mailto:brownwinard@gmail.com) <[brownwinard@gmail.com](mailto:brownwinard@gmail.com)>  
**Cc:** Phi Nguyen <[phi@downtownokc.com](mailto:phi@downtownokc.com)>; Tyler Boyd ([tboyd@blockbyblock.com](mailto:tboyd@blockbyblock.com)) <[tboyd@blockbyblock.com](mailto:tboyd@blockbyblock.com)>; Thomas Grant - BBB <[tgrant@blockbyblock.com](mailto:tgrant@blockbyblock.com)>; Jennifer Nakayama <[jennifer@downtownokc.com](mailto:jennifer@downtownokc.com)>  
**Subject:** Clean Services for 2025 MLK Parade-DOKC Green Team

Winard,

We are pleased to confirm that Downtown OKC and the Green Team will provide cleaning services for the 2025 MLK Parade.

This includes:

- **Pre-event cleaning** to prepare the parade route and surrounding areas.
- **Post-event cleaning** to restore the area to its original condition.
- **On-event support** as needed to manage cleanliness during the event.

The parade is scheduled for January 20th, 2025, and we are ready to assist in ensuring the event runs smoothly and the area remains welcoming for all participants and attendees.

We look forward to supporting this important event and working out the details within the next few weeks.

Sincerely,

| **Stephanie Pierce**



Operations Manager

Downtown Oklahoma City Partnership

**D: 405.546.1048 O: 405.235.3500**

[stephanie@downtownokc.com](mailto:stephanie@downtownokc.com)


[downtownokc.com](http://downtownokc.com)

Dear Resident,

November 06, 2024

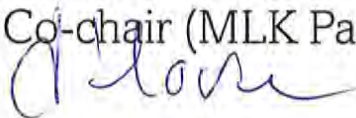
Hello, my name is D'Andrea Love, the co-chair for the Martin Luther King (MLK) parade. The parade will be in your area on Monday, January 20, 2025. The parade has been held for over 40 years and has been held several times in this area. The Chair William Jones and I walked this area to speak and notify occupants of the parade. However, some were not available and there was no answer. This letter is to inform the occupants that we did not have the pleasure of speaking with them about the parade. In the past we have had only overwhelming support from the area, and we appreciate it! If you would please check off on this letter by sending a response to either email below [dandrealove8@gmail.com](mailto:dandrealove8@gmail.com) [blkwolf33@yahoo.com](mailto:blkwolf33@yahoo.com) or by sending response to POBox 53084 Oklahoma City, OK 73152.

Warm Regards,



William Jones Chair  
Chair (MLK Parade)

D'Andrea Love  
Co-chair (MLK Parade)







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, William Jones  
Name

as event coordinator of MLK Parade  
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)) 1-20-25

[Signature]  
Signature

12-17-24  
Date



Subscribed and sworn before me this 17<sup>th</sup> day of December, 24

Joseph Douglas  
Notary Public

My commission expires 09/19/26



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, William Jones

Name

as event coordinator of the

MHk Parade

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 1-20-25  
date(s)

[Signature]  
Signature

12-17-24  
Date



Subscribed and sworn before me this 17<sup>th</sup> day of December, 24.

Joseph Douglas  
Notary Public

My commission expires 09/19/26

---

Find additional info and forms @ [www.okc.gov/specialevents](http://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 Paul</i>	Pizza Palace - 5678 Street Name, OKC

Contact Name \_\_\_\_\_

Contact E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Street(s) will be closed on DATE:(mm.dd.yy) \_\_\_\_\_ TIME \_\_\_\_\_:

Street(s) will re-open on DATE:(mm.dd.yy) \_\_\_\_\_ TIME \_\_\_\_\_:

Street closure is from what street to what street? \_\_\_\_\_

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>	781 N Dewey
X		<i>[Signature]</i>	KEN BOYER 620 N Street
X		<i>[Signature]</i>	627 NW 5th Street St.
X		<i>[Signature]</i>	619 NW 5th St
X		<i>[Signature]</i>	617 NW 5th St.
X		<i>[Signature]</i>	600 N Dewey
			616 NW 6th St





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

Contact Name William Jones / D'Andrea Love  
 Contact E-mail blkwolf33@yahoo.com/dandreaLove8@att.net Phone 405-306-8440 / 405-812-5098  
 Street(s) will be closed on DATE:(mm.dd.yy) Monday 1/26/2025 TIME \_\_\_\_\_:  
 Street(s) will re-open on DATE:(mm.dd.yy) Monday 1/26/2025 TIME \_\_\_\_\_:  
 Street closure is from what street to what street? \_\_\_\_\_

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>	711 N DOWNEY
X		<i>[Signature]</i>	KEN BOYER 620 N SPANGLER
X		<i>Sent Letter</i>	627 NW 5th Street St.
X		<i>Sent Letter</i>	619 NW 5th St
X		<i>Sent Letter</i>	617 NW 5th St.
X		<i>[Signature]</i>	400 N Downey
X		<i>Sent Letter</i>	616 NW 6th St
X		<i>[Signature]</i>	500 N DOWNEY Street OKC, OK







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 \_\_\_\_\_

Contact E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Street(s) will be closed on DATE:(mm.dd.yy) \_\_\_\_\_ TIME \_\_\_\_\_:

Street(s) will re-open on DATE:(mm.dd.yy) \_\_\_\_\_ TIME \_\_\_\_\_:

Street closure is from what street to what street? \_\_\_\_\_

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>	Crow 427 NW 16th St
X		<i>Judy Daniel</i>	715 N Walker OKC
X		<i>[Signature]</i>	605/609 NW 6th
X		Sent Letter	615 1613 Portland NW OKC
X		Sent Letter	621 NW 6th <del>Exhibit A</del>
X		Sent Letter	625 NW 6th
X		Sent Letter	631 NW 6th
X		Sent Letter	710 Lee
X		Sent Letter	708 Lee
X		<i>[Signature]</i>	700 NW 7th St.
		Sent Letter	616 N 5th
		Sent Letter	601 N 5th







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/16/2024

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).

<b>PRODUCER</b> Nerissa Berry Insurance Agency LLC 15208 Traditions BLVD STE A  Edmond OK 73013		<b>CONTACT</b> NAME: Kristina Berry PHONE (A/C, No, Ext): (405) 512-6171 E-MAIL: kristina@berryinsures.com ADDRESS:  <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Western World Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		<b>FAX</b> (A/C, No):  <b>NAIC #</b> 13196
<b>INSURED</b> OKC Martin Luther King Coalition PO BOX 53084  OKC OK 73152-3065				

**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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input 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		NPP6055406	1/20/2025	01/21/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED
	<b>AUTOMOBILE LIABILITY</b> <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) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	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)

City of Oklahoma City and its Trusts are additional insured

**CERTIFICATE HOLDER****CANCELLATION**

The City of Oklahoma City

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

Nerissa Berry

© 1988-2015 ACORD CORPORATION. All rights reserved.