



The City of
OKLAHOMA CITY

SPECIAL EVENT PERMIT

Current date March 9, 2022

Applications processed in the order received / Preference given to long-standing events

Event Paseo Arts Festival

Expected number of participants 60,000

Event coordinator(s) Amanda Bleakley

Email address + address amanda@thepaseo.org

Phone 405-525-2688

Fax _____

Event Start: Day/Date Saturday, May 28

Time 10am

Event End: Day/Date Monday, May 30

Time 5pm

Setup: Day/Date Thursday, May 26

Start time 3pm

End time 10pm

Teardown: Day/Date Tuesday, May 31

Start time 8am

End time 12pm

Street Closure Times (if applicable)

Closure: Day/Date Thursday, May 26

Time 2pm

Reopening: Day/Date Tuesday, May 31

Time 12pm

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

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

The festival is located on Paseo Drive, closing it and the adjacent streets.

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.



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Event Includes:

- | | | |
|---|--|--|
| <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 | <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 and 40x40

Please note: the application deadline for ABLE (alcohol) licenses is **60 days** prior to the event.

Primary contacts (during event):

Name Amanda Bleakley
mobile 405-919-7169
email amanda@thepaseo.org

Name Collin Rosebrook
mobile 405-919-3117
email paseopotter@cox.net

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Event Coordinator Signature

Amanda Bleakley

(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 to: Special Events – Public Information & Marketing, 200 N Walker, OKC, OK 73102
email: specialevents@okc.gov office 405-297-2890 fax 405-297-3124

SPECIAL EVENTS OFFICE USE

Staff comments

Special Events Office Approval _____



2022 PASEO ARTS FESTIVAL

Date: May 28, 29 & 30, 2022

Location: Paseo Drive between NW 28th & NW 30th

Summary: The Paseo Arts Festival will celebrate its 45th Annual in 2022 and we plan to greet over 60,000 visitors during the event's three days. The festival will host more than 105 visual artists, over 50 performers on two stages, two free children's art areas, and 18 food vendors, all against the backdrop of the historic Paseo Arts District. Enclosed, please find a map showing proposed street closures and barricade placements, trash and cleanup plans, electricity plan, and emergency contact information during the festival.

For any additional information, please contact:

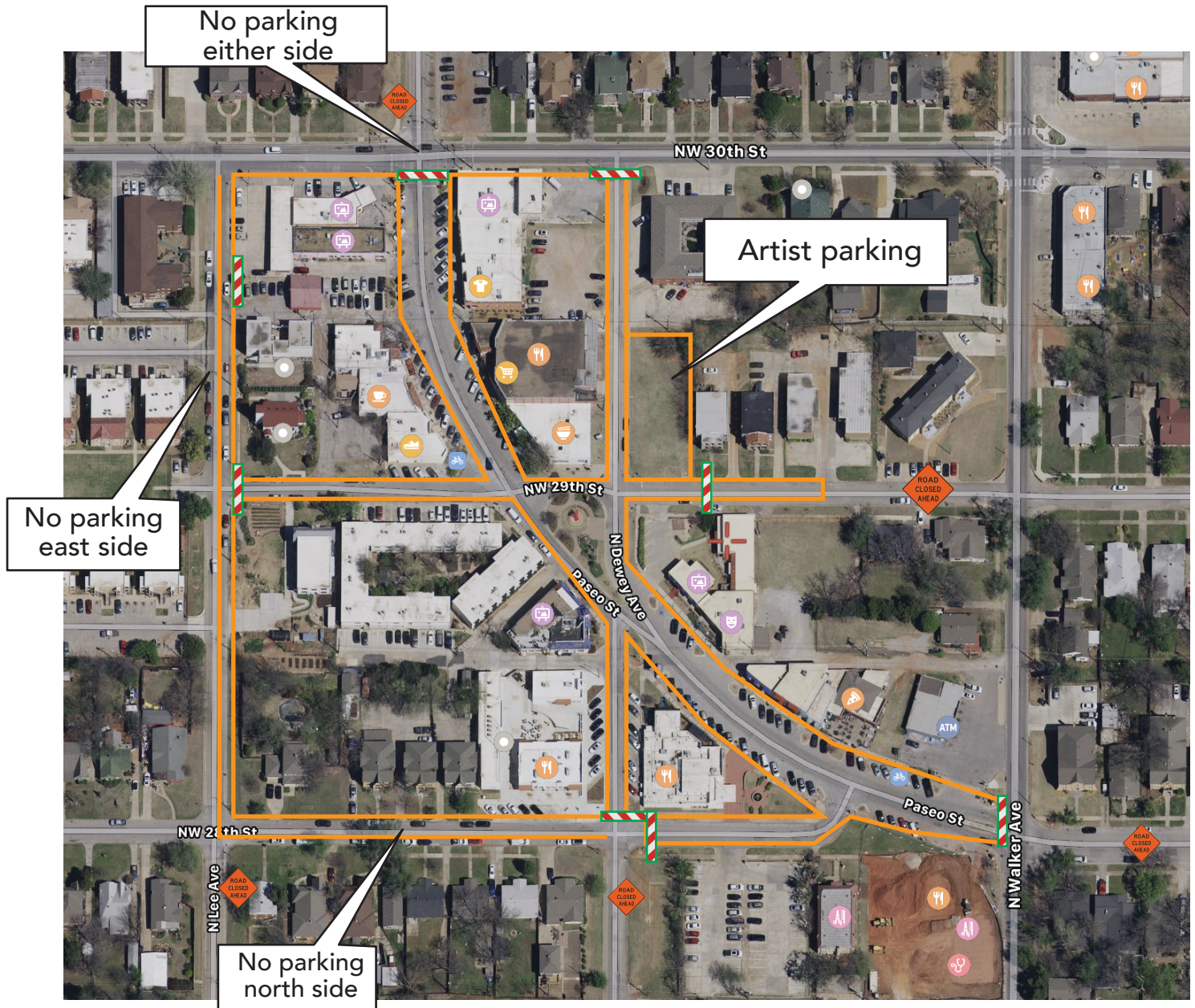
Amanda Bleakley
Paseo Arts Association
3024 Paseo Drive
Oklahoma City, OK 73103
405-525-2688
405-919-7169






Exhibits A and B

2022 Paseo Arts Festival

Event Site Plan and Event Traffic Control Plan



Event Map Legend

-  Limits of street rights-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)



2022 PASEO ARTS FESTIVAL

EXHIBIT C

Event Public Restroom and Solid Waste Management Plan

Public Restrooms provided by United Rental

12 Standard Portable Restroom Facilities

3 Handicap Accessible Portable Restroom Facilities

15 Total Portable Restroom Facilities

4 Portable Restroom Facilities and 1 Handicap Accessible Portable Restroom Facilities 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.

5 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, Chem Can, pumps the facilities a total of 4 times throughout the festival: twice on Saturday and twice on Sunday. 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. 50 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.



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SPECIAL EVENTS

AFFIDAVIT OF WRITTEN NOTICE TO PROPERTIES ABUTTING EVENT

AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, Amanda Bleahley
Name

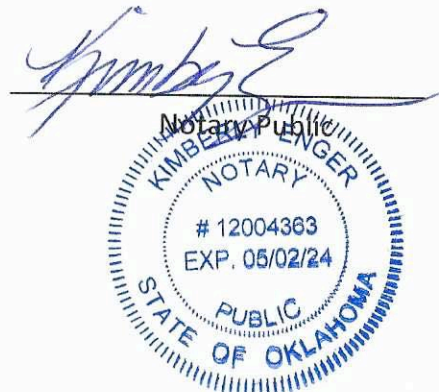
as event coordinator of Paseo Arts Festival
Event Name

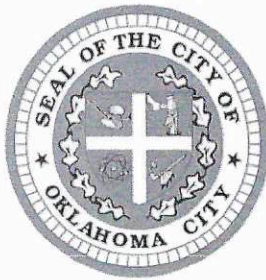
hereby certify that property owners abutting the named event have been notified in writing that the right-of-way will be closed (date(s)) May 28-30, 2022

Amanda Bleahley 3/29/22
Signature Date

Subscribed and sworn before me this 29th day of March, 2022.

My commission expires 5-2-24





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SPECIAL EVENTS

STREET CLOSURE PETITION

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 297-2890.

EVENT / CONTACT: 45th Annual Paseo Arts Festival / Amanda Bleakley

DATE(S) / TIME(S): May 26 at 2pm through May 31 at 12pm

Agree	Disagree	Signature of property owner or lessee	Street address & business name (if applicable)
✓		Eden Turner	Eden Boutique 3014 Paseo
✓		Jennifer Woods	JW Jewelry + Home 3018 Paseo
✓		[Signature]	Goro Ramen 3000 Paseo
✓		[Signature]	BURGER PUNK 3012 N Walker
✓		C. [Signature]	Oklahoma Shakespeare in the Park 2920 Paseo
✓		[Signature]	GALLERY 2927 PASEO
✓		Sue Mon Sullivan	STUDIO SIX 3021 PASEO
✓		[Signature]	Epic Giraffe 3022 Paseo
✓		[Signature]	A-Bee 2928 Paseo
✓		[Signature]	2928b Paseo Art orc
✓		[Signature]	Little D Gallery 3003 Paseo
✓		[Signature]	Wildfire Gallery 3024 Paseo
✓		[Signature]	1/E 3005a Paseo
✓		[Signature]	Paseo Park 3017 Paseo
✓		[Signature]	Jokerz Kollers 3010 Paseo
✓		[Signature]	3004 Paseo The Native Exchange
✓		[Signature]	2909 Paseo Paseo Grill
✓		[Signature]	3016 Paseo SU Casa



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 297-2890.

DATE(S) / TIME(S): May 26 at 2pm through May 31 at 12pm

[illegible]

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



2022 Paseo Arts Festival

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

Security Plan

The City provides officers on bicycles for the daytime hours, while two off-duty policemen patrol overnight.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/20/2022

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: Bryan@centennialins.com ADDRESS: Bryan@centennialins.com INSURER(S) AFFORDING COVERAGE INSURER A: CHUBB IND INS CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): (866) 242-9649 NAIC # 20699C
INSURED Paseo Artists Association, Inc. 3024 Paseo Oklahoma City OK 73103		

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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CLIOKD955954063N	08/31/2021	08/31/2022	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000				
			MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
						GENERAL AGGREGATE \$ 2,000,000	
						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 RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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 \$
A	Directors and Officers			8224-1250	07/18/2021	07/18/2022	DefenseLimitOutside DEFECO DO 1,000,000 000,000 / 1,000,000

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

The City of Oklahoma City and it's Trusts are named as additional insured with respect to the general liability.

CERTIFICATE HOLDER**CANCELLATION**

City of Oklahoma 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 <i>Bryan Chouinard</i>
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