

**SPECIAL EVENT PERMIT APPLICATION**  
**BUFFALOGRASS ARTS INSTITUTE, INC.**

- I. Date:** September 28, 2024
- II. Location:** Downtown Clinton;  
Frisco Avenue, between 4<sup>th</sup> Street and 8<sup>th</sup> Street, inclusive of side streets intersecting Frisco Avenue, between Gary Boulevard and Avant Avenue.
- III. Type of Event:** Festival; visual and performance art, music, beer garden.
- IV. General Public:** Invited. Advertising through social media, traditional advertising, and through Oklahoma Department of Tourism
- V. Sponsoring Organization:** Buffalograss Arts Institute, Inc.
- Type:** Non-Profit (IRC 501c3 approved).
- Primary Contact:** Donelle Ratheal Wollmann  
[donelleratheal@gmail.com](mailto:donelleratheal@gmail.com)  
405.657.6804 (cell phone)  
580.323.2764 (law office)  
580.309.7651 (store)
- Secondary Contact:** Chris Roland  
[Christopher.j.roland@gmail.com](mailto:Christopher.j.roland@gmail.com)  
405.517.4783 (cell phone)
- Fundraiser:** No.

**VI. Event Summary:**

Set Up Date: 09/28/2024  
Set Up Time: 7:00 o'clock a.m.  
Event Start Date: 09/28/2024  
Event Start Time: 10:00 o'clock a.m.  
Event End Date: 09/28/2024  
Event End Time: 4:30 o'clock p.m.  
Dismantle Date: 09/28/2024  
Dismantle Time: 4:45 o'clock p.m.  
Expected Attendance: 250-350

**VII. Special Arrangements:**

Trash Receptacles:	Yes (1 per side street for food vendors and meals; 1 per block for artists and attendees).
Water Service:	Yes (for food vendors if needed).
Electrical Service:	Yes (electrical cords for artist and staff/volunteer tents).
Restroom Facilities	Yes (porta-johns if available; if not, will be rented with grant monies).
Site Cleanup:	Yes (removal of trash receptacles and sweep truck).
Food Sales & Service:	Yes (food trucks and vendors).
Beverage Sales & Service:	Yes (alcoholic and nonalcoholic).
Event Stage/Sound System:	Yes.
Tents On-Site:	Yes.
Special Event Pole Banners:	Yes.
Notice to Adjacent Property & Business Owners:	Written notice upon approval of permit.

**VIII. Site Plan:** See attached.

**IX. Food/Beverage/Sales:**

Charge for Booth/Vendors:	Yes. \$50 per booth space; \$15 for electrical access/use; \$100 for tent rental; food vendors.
Alcoholic Beverages: Type:	Yes. Sale of Beer, Ale, Hard Cider.
Alcohol Permit:	In process with Application to Able Commission.
Food Preparation:	By food vendors only.
County Health Dept Permits:	In process as applicable.

**X. Traffic & Parking:**

Interruption of Traffic Flow: Yes.

Street Closings Requested: Yes. See site map.

Traffic Control Required: No. But, one police officer is requested to be on-site during the festival.

Parking Arrangements: Yes. Use of Frisco Center parking lot is requested on event date.

On-Site Parking Control: No.

**XI. On-Site Security/Medical:**

Event Security Required: No. But see Traffic Control response.

Fireworks/Pyrotechnics: No.

Hazardous Materials: No.

Firearms/Original & Replica: No.

On behalf of Buffalograss Arts Institute, Inc., I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Clinton Municipal Code. Buffalograss Arts Institute, Inc. will be responsible for any damages to city equipment or facilities. Buffalograss Arts Institute, Inc. will comply with all other requirements of the City of Clinton, Custer County and the State of Oklahoma, and any other applicable entity which may relate to the use of the Event venue. If a possessory interest subject to property tax is created by this use permit, Buffalograss Arts Institute, Inc. agrees to pay all possessory interest taxes and the City of Clinton will not be liable for the payment of said taxes. Buffalograss Arts Institute, Inc., further agrees to abide by these rules. I am authorized to commit Buffalograss Arts Institute, Inc. to the terms and requirements of this Application and agreement.

Applicant Name: Donelle Ratheal Wollmann Application Date: 07/29/2024

Applicant Signature: \_\_\_\_\_