



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Elote's Cinco de Mayo Street FestivalDate(s) of Event: May 5 - 6, 2023Location Address: Start: 500 S Boston Ave
End: 700 S Boston AveCouncil District(s): 4Event Description: Street festival**Event Category:** Festival/Celebration**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, No Parking Signage, Sidewalk Closure, Private Property, Street ClosureAnticipated Attendance: Total: 2000Per Day: 1000Anticipated Participants: Total: 0Per Day: 0Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Elote Cafe and CateringWebsite: <https://www.elotetulsa.com/>Chief Officer of Host Organization: Libby BillingsEmail and Phone: libby@elotetulsa.com 918-582-1403Applicant Name: Brianna CarterEmail and Phone: billing@elotetulsa.com 918-582-1403

Professional Event Organizer:

Email and Phone:

On-site Contact: Brianna CarterMobile: 918-408-6992Billing Contact: Elote Cafe and CateringPhone: 918-582-1403Billing Address: 514 S Boston Ave
tulsa, OK 74127

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/04/2023 Time: 0700
Street Closure for Event Setup: Date: 05/04/2023 Time: 0700
Street(s) to be Closed for Event Setup: Boston Ave from 5th St to 6th St and 6th St between the alleyways.
Event Start: Date: 05/05/2023 Time: 1500
Street Closure for Event Start: Date: 05/04/2023 Time: 0700
Street(s) to be Closed for Event Start: Boston Ave from 5th St to 6th St and 6th St between the alleyways.
Run, Walk, Parade Start Time: NA
Daily Event Hours: Selling Tacos:
05/05/2023: 1500
05/06/2023: 1100
Wrestling:
05/05/2023: 1600 - 2200
05/06/2023: 1200 - 15:30 then 1900 - 2200
Event End: Date: 05/06/2023 Time: 2300
Street Reopens after Event End: Date: 05/07/2023 Time: 0700
Event Teardown: Date: 05/06/2023 Time: 2400
Street Reopens after Event Teardown: Date: 05/07/2023 Time: 0700

Secondary Permits Required

Beer Sales, Alcohol Sales: Alcohol (Spirits) Sales
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: (4) 10x10 Provider and Phone: Elote's own
Number of Inflatables: No 0 Provider and Phone: NA
Number of Amusement Rides: No 0 Provider and Phone: NA
Use of fireworks, rockets, lasers, or other pyrotechnics: No
Provider and Phone: NA

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Yes Contact, Email and Phone: Midnight Run Security (918) 895-6779

Medical and/or First Aid Services: No Contact, Email and Phone: NA

Traffic Control Barricade Company: Yes Contact, Email and Phone: Action Safety Supply (918) 234-8222

Equipment Setup: Date: 05/04/2023 Time: 0800 Equipment Pickup: Date: 05/08/2023 Time: 0900

Crowd Management Fencing Company: Yes Contact, Email and Phone: Cox Family/Bryce Cox (918) 845-8499

Equipment Setup: Date: 05/04/2023 Time: 1200 Equipment Pickup: Date: 05/07/2023 Time: 0700

Parking Type: Street

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Elote Cafe

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: Cox Family (918) 845-8499

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 05/04/2023 Time: 1200

Equipment Pickup: Date: 05/07/2023 Time: 0700

Other Event Information: NA

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 1600

Finish Time: 2300

Please describe the sound equipment that will be used for your event:

Standard Amplified Speakers

Sound Checks:

05/05: 1500 - 1600

05/06: 1100 - 1200

Sound Timeline:

05/05: 1600 - 2300

05/06: 1200 - 2300

Sound checks conducted prior to the event: Yes

Start Time: 1500

Finish Time: 1600

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

Lights for wrestling, Elote banners,

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Staff assigned to trash cleanup, sweeping and blower at end of festival. Extra dumpster.

Number of Trash Receptacles: 12

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents, Businesses

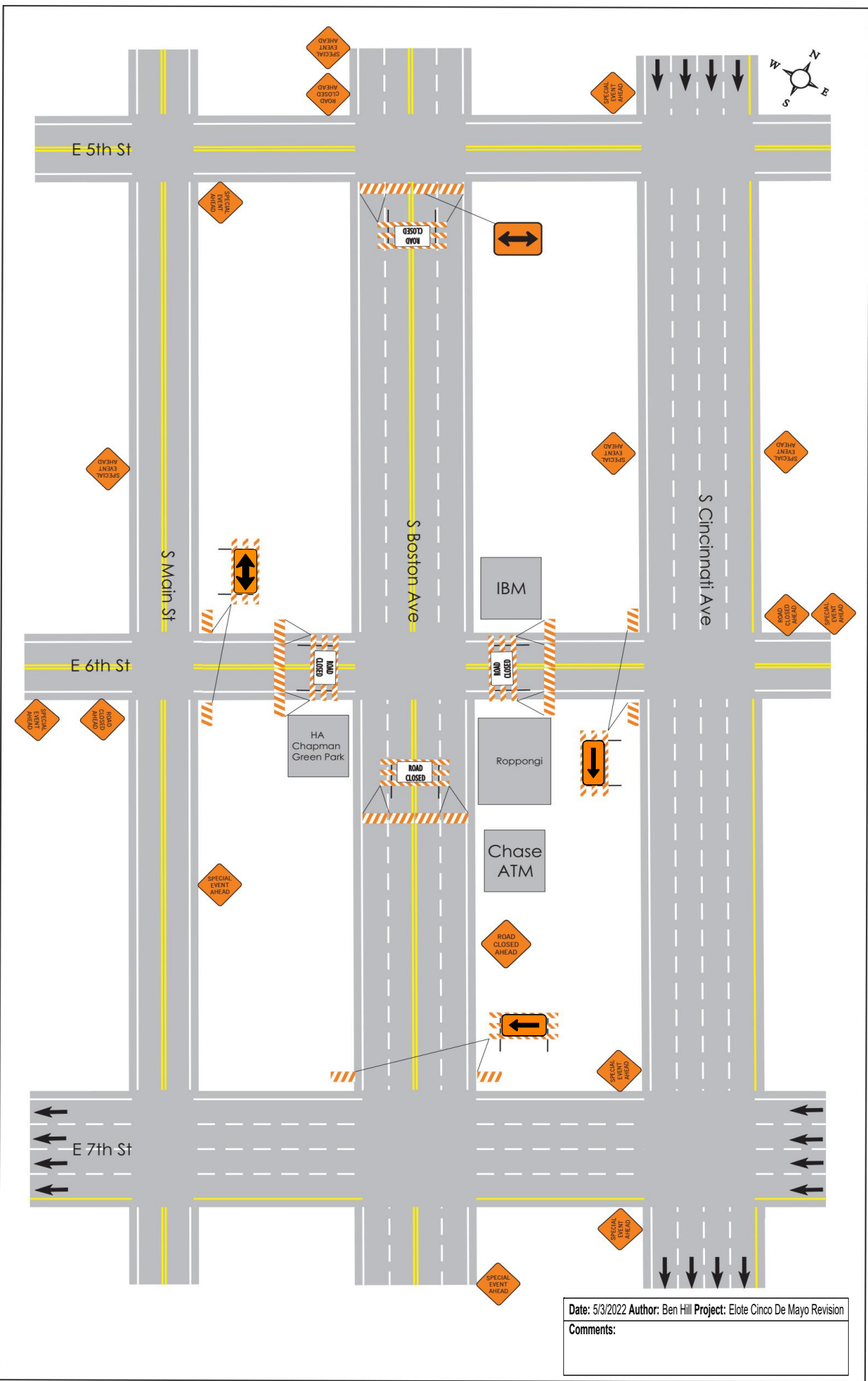
Affidavit of Applicant

I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other regulatory entity related to this Event. I agree to pay and be financially responsible for any costs and fees that may be incurred by the City of Tulsa due to the Event. I further agree to indemnify and hold harmless the City of Tulsa, and all City of Tulsa officers, employees, agents, representatives, from any claims (including cost of defending such claims) or damages that may arise from activities related to the Event. I understand that a Permit does not excuse my failure to comply with orders of law enforcement personnel, firefighters, City Event personnel, or emergency workers, and does not provide immunity from civil claims of third parties that are based upon injuries sustained at, or in conjunction with this Event.

Initials: On File

For City of Tulsa Special Events Committee Use Only

Date received: 03/27/2023 Date routed: 04/21/2023 Date for review: 05/03/2023
Special Events Committee Recommendation: Email Review Yes ☒ No ☐ 04/27/2023
Date routed to Mayor: 04/27/2023 Mayor's Recommendation: Yes ☐ No ☐ _____
Date routed to Council: 04/27/2023 City Council Approval: Yes ☐ No ☐ _____
Date Permit Issued: _____ Comments: Application complete 04/05/2023.
TCP map updated 04/21/2023. Site map pending.



Date: 5/3/2022 Author: Ben Hill Project: Elote Cinco De Mayo Revision
Comments: