



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Dia de los Muertos Art FestivalDate(s) of Event: Nov. 3, 2023Location Address: Start: 307 E Reconciliation Way
End: 201 N Elgin AveCouncil District(s): 1

Event Description: Living Arts of Tulsa, in partnership with Casa de la Cultura hosts Tulsa's annual Día de los Muertos Arts Festival on November 3rd. Día de Los Muertos (Day of the Dead) is a celebration of the Latinx heritage honoring loved ones who have passed away. The festival will be held in-person and will also have virtual elements available for the public. They will be amplified sound, food trucks and vendors.
Will be positioned along Reconciliation Way between Detroit Ave and Elgin Ave including Elgin Ave from Reconciliation Way to Archer St.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Live Entertainment, Food Sales, Merchandise Sales, Sidewalk Closure, Private Property, Street Closure, We will be utilizing ONEOK fields footprint.

Anticipated Attendance: Total: 8000Per Day: 8000Anticipated Participants: Total: 1000Per Day: 1000Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Living Arts of TulsaWebsite: <https://livingarts.org/>Chief Officer of Host Organization: Leslie Ranan GangelEmail and Phone: 918-813-2349Applicant Name: Christopher HensonEmail and Phone: events@livingarts.org 918-585-1234

Professional Event Organizer:

Email and Phone:

On-site Contact: Christopher HensonMobile: 918-404-9577Billing Contact: Christopher HensonPhone: 918-585-1234Billing Address: 307 E Reconciliation Way
Tulsa, OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/01/2023 Time: 7:00AM
Street Closure for Event Setup: Date: 11/03/2023 Time: 7:00AM
Street(s) to be Closed for Event Setup: Reconciliation Way between Detroit Ave and Elgin Ave, including Elgin Ave from Reconciliation Way to Archer St.

Event Start: Date: 11/03/2023 Time: 6:00PM
Street Closure for Event Start: Date: 11/03/2023 Time: 7:00AM
Street(s) to be Closed for Event Start: Reconciliation Way between Detroit Ave and Elgin Ave, including Elgin Ave from Reconciliation Way to Archer St.

Run, Walk, Parade Start Time: NA
Daily Event Hours: 6:00PM - 11:00PM

Event End: Date: 11/03/2023 Time: 11:00PM
Street Reopens after Event End: Date: 11/04/2023 Time: 1:00AM

Event Teardown: Date: 11/03/2023 Time: 11:00PM
Street Reopens after Event Teardown: Date: 11/04/2023 Time: 1:00AM

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 20 10X10 Provider and Phone: ABCO (918) 583-6557 (18 vendors and 2 fitting rooms)
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: Boutique Logistics Robby Bell (918) 724-5271

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

Traffic Control Barricade Company: Yes Contact, Email and Phone: Advance Workzone Services (918) 266-6969, bfletcher@aw-inc.com

Equipment Setup: Date: 11/02/2023 Time: Noon Equipment Pickup: Date: 11/04/2023 Time: Noon

Crowd Management Fencing Company: No Contact, Email and Phone: NA

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Parking Garage, Street, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Tyler media, Southwoods, OAC

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service (918) 272-0568

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: 11/03/2023 Time: 8:00AM

Equipment Pickup: Date: 11/04/2023 Time: Noon

Other Event Information: See TCP and Site Maps

Entertainment and Related Activities

Number of Stages: 2

Number of Performers/Bands: 10-15

Performer/Band name and music type: Dance, live music, TBD

Sound Amplification: Yes

Start Time: 6:00PM

Finish Time: 10:45PM

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

Driller stadium sound system, Living Arts two 12in , and 10in monitors

Sound checks conducted prior to the event: Yes

Start Time: 4:00PM

Finish Time: 4:30PM

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:

Festival signage to indicate what's going on in the area. lights for visibility and vendors

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will have on sight cleaning throughout the festival. trash recitals will be place in areas of access.

Number of Trash Receptacles: 15

Number of Dumpsters: 2

Number of Recycling Containers: 4

Cleanup Service: Yes Provider and Phone: Michael Barnes Cleaning Service (918) 724-8945 or (918) 812-2834

Presented Event Concept to:

Residents, Business Assn, Businesses

If not presented, please explain:

NA

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: 09/26/2023 Date routed: 10/23/2023 Date for review: 11/01/2023

Special Events Committee Recommendation: Meeting Review Yes ☒ No ☐ 10/18/2023

Date routed to Mayor: 10/26/2023 Mayor's Recommendation: Yes ☐ No ☐ _____

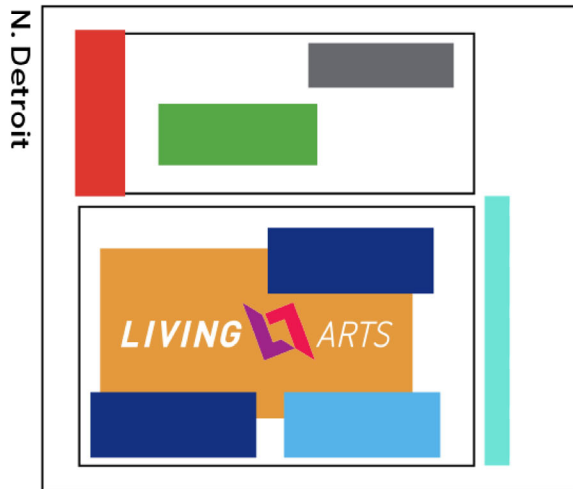
Date routed to Council: 10/26/2023 City Council Approval: Yes ☐ No ☐ _____

Date Permit Issued: _____ Comments: SEC meeting 10/18/2023. Mayor agenda
11/01/2023. City Council agenda 11/01/2023. Application revised 10/21/2023. Outstanding fees paid
10/18/2023. TCP map still being revised 10/23/2023. Missing vendor info 10/26/2023.

2023 Festival November 3, 2023 6:00 - 11:00 PM

What is at Living Arts

- Stage
- Bathrooms
- Bar
- Murals
- Art Kits
- Food Trucks
- Altars
- Vendors
- Road Closures



E. Reconciliation Way



What is at the Drillers stadium

- Vendors
- Bar
- Stage

Archer

