



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Good Friday/Silent Night ProcessionsDate(s) of Event: March 29, 2024Location Address: Start: 2515 E 1st St
End: 2515 E 1st StCouncil District(s): 4Event Description: Good Friday Procession , expecting about 600 attendees.
Silent Night Procession expecting 500 attendees**Event Category:** Procession/March**Event Includes:** Amplified Sound, Public Right of Way, Sidewalk Closure, Street ClosureAnticipated Attendance: Total: 1200Per Day: 600Anticipated Participants: Total: 0Per Day: 0Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: St. Francis Xavier ChurchWebsite: https://www.facebook.com/pages/St
-Francis-Xavier-Church/11157673221
5598Chief Officer of Host Organization: Elmer RodriguezEmail and Phone: finance@stfrancisxavier-tulsa.org 918-592-6770Applicant Name: Elmer RodriguezEmail and Phone: finance@stfrancisxavier-tulsa.org 918-592-6770

Professional Event Organizer:

Email and Phone:

On-site Contact: Corina TejedaMobile: 918-904-2006Billing Contact: Diocesan Shrine of Our Lady of
GuadalupePhone: 918-592-6770Billing Address: 2434 E ADMIRAL BLVD S
Tulsa, OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 03/29/2024 Time: 11:00am
Street Closure for Event Setup: Date: 03/29/2024 Time: 11:30am
Street(s) to be Closed for Event Setup: NA - Staging in parking lot at 11:00 am. and 7:00 pm
Event Start: Date: 03/29/2024 Time: 12:00pm
Street Closure for Event Start: Date: 03/29/2024 Time: 11:30am
Street(s) to be Closed for Event Start: Starting 2515 E 1st St, East to Delaware Ave, going South on Delaware Ave, and turning West on 2nd St to Atlanta Ave going North to Starting point at Noon and 8:00pm.
Run, Walk, Parade Start Time: 12:00 pm and 8:00 pm
Daily Event Hours: 12pm to 3pm and 8pm to 10:30pm
Event End: Date: 03/29/2024 Time: 10:30pm
Street Reopens after Event End: Date: 03/29/2024 Time: 10:30pm
Event Teardown: Date: 03/29/2024 Time: 10:30pm
Street Reopens after Event Teardown: Date: 03/29/2024 Time: 10:30pm

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
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: 0 Provider and Phone: NA
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: No Contact, Email and Phone: TPD Special Events Unit (918) 586-6054

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

Traffic Control Barricade Company: No Contact, Email and Phone: NA

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

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

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

Parking Type: Street, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Diocesan Shrine of Our Lady of Guadalupe

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: No Provider and Phone: NA

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

Equipment Setup: Date: _____ Time: _____

Equipment Pickup: Date: _____ Time: _____

Other Event Information: See Map

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: 12:00pm

Finish Time: 3:00pm

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

A Truck will have the sound speakers and microphones can be used for people to hear prayers during procession

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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: No Describe:

NA

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Members of our church will be checking after all attendees for any trash.

Number of Trash Receptacles: 2

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents

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

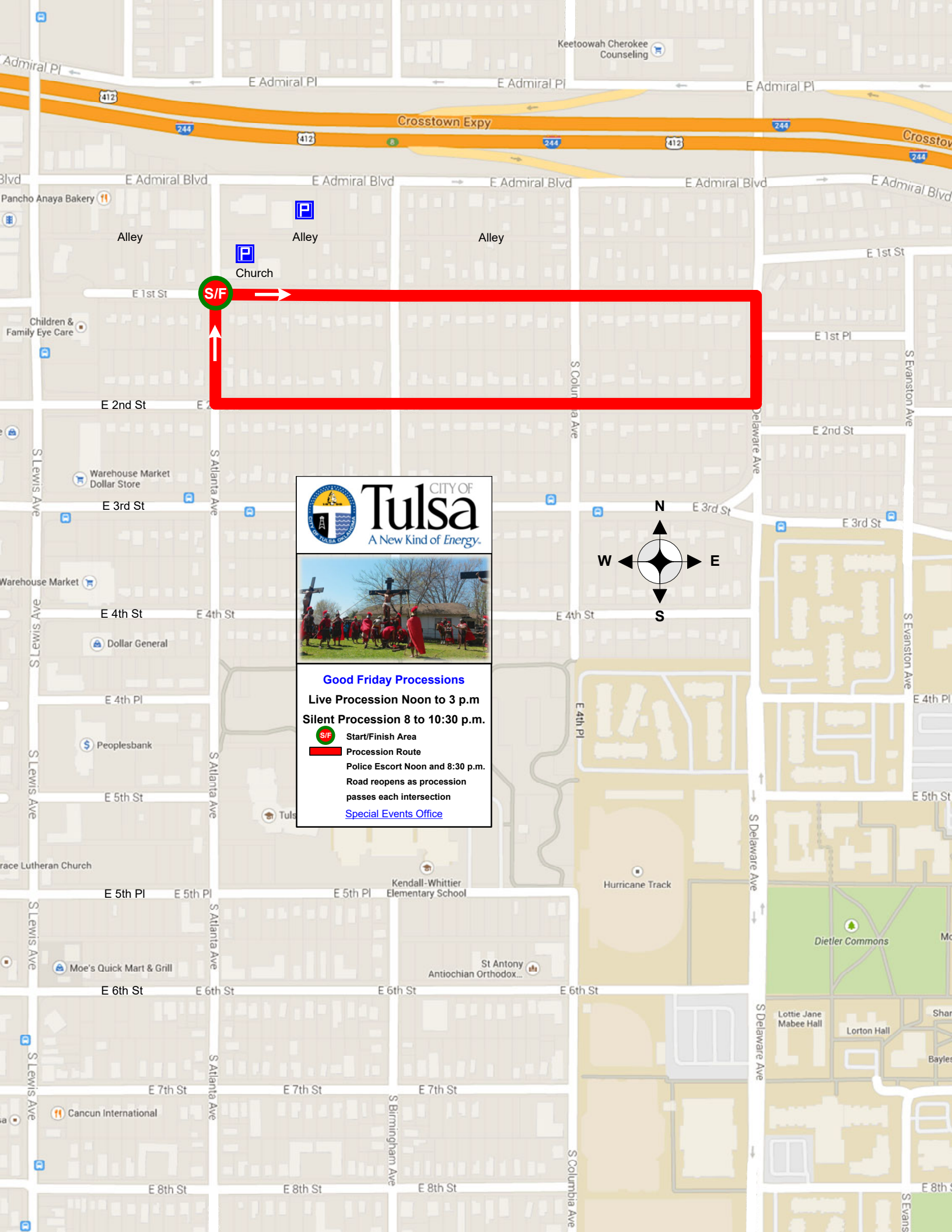
Date received: 02/07/2024 Date routed: 03/04/2024 Date for review: 03/13/2024

Special Events Committee Recommendation: Email Review Yes ☒ No ☐ 03/04/2024

Date routed to Mayor: 03/04/2024 Mayor's Recommendation: Yes ☐ No ☐ _____

Date routed to Council: 03/04/2024 City Council Approval: Yes ☐ No ☐ _____

Date Permit Issued: _____ Comments: SEC meeting 03/06/2024. Mayor agenda
03/06/2024. City Council agenda 03/13/2024. Map revised 03/04/2024.





Tulsa

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Good Friday Processions

Live Procession Noon to 3 p.m.

Silent Procession 8 to 10:30 p.m.

 **Start/Finish Area**

 **Procession Route**

Police Escort Noon and 8:30 p.m.

Road reopens as procession passes each intersection

[Special Events Office](#)

