



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Diocese of Tulsa Year of Mercy Kick-Off Procession Date(s) of Event: 12/29/2024

Location Address: Start: 605 S Main St Council District(s): 4
End: 820 S Boulder Ave

Event Description: The Diocese of Tulsa will be processing from Chapman Centennial Green to Holy Family Cathedral to kick-off the Year of Mercy.

Event Category: Procession/March

Event Includes: Public Right of Way, Street Closure, TCSO Escort and Traffic Control

Anticipated Attendance: Total: 500 Per Day: 500

Anticipated Participants: Total: 500 Per Day: 500

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: ROMAN CATHOLIC DIOCESE OF TULSA Website: <https://www.dioceseoftulsa.org/>

Chief Officer of Host Organization: Gary Kastl

Email and Phone: frkastl@bishopkelley.org 405-742-8556

Applicant Name: Joshua Votruba

Email and Phone: frvotruba@tulsacathedral.com 419-889-3418

Professional Event Organizer:

Email and Phone:

On-site Contact: Joshua Votruba Mobile: 419-889-3418

Billing Contact: Holy Family Cathedral Phone: 419-889-3418

Billing Address: 820 S Boulder AVE
Tulsa, OK 74119

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>12/29/2024</u>	Time: <u>1:30pm</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	<u>N/A - Staging and Starting at Chapman Green Park</u>	
Event Start:	Date: <u>12/29/2024</u>	Time: <u>2:00pm</u>
Street Closure for Event Start:	Date: <u>12/29/2024</u>	Time: <u>2:00pm</u>
Street(s) to be Closed for Event Start:	<u>See Route Map - Ending at Holy Family Cathedral</u>	
Run, Walk, Parade Start Time:	<u>2:00pm</u>	
Daily Event Hours:	<u>N/A</u>	
Event End:	Date: <u>12/29/2024</u>	Time: <u>3:00pm</u>
Street Reopens after Event End:	Date: <u>12/29/2024</u>	Time: <u>3:00pm</u>
Event Teardown:	Date: <u>12/29/2024</u>	Time: <u>3:00pm</u>
Street Reopens after Event Teardown:	Date: <u>12/29/2024</u>	Time: <u>3:00pm</u>

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>	
Number of Food Vendors:	<u>0</u>	
Number of Food Trucks:	<u>0</u>	
Food Cooked on-site:	<u>No</u>	Fuel(s) to be used:
Number of Item Vendors:	<u>0</u>	Number of Service Vendors: <u>0</u>
Number & Sizes of Tents:	<u>0</u>	Provider and Phone: <u>N/A</u>
Number of Inflatables:	<u>No</u> <u>0</u>	Provider and Phone: <u>NA</u>
Number of Amusement Rides:	<u>No</u> <u>0</u>	Provider and Phone: <u>NA</u>
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>	
Provider and Phone:	<u>N/A</u>	

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

Security and/or Police: Yes Contact, Email and Phone: Brian Pounds, bpounds@tulsacathedral.com, 918-978-5868

Medical and/or First Aid Services: Yes Contact, Email and Phone: Brian Pounds, bpounds@tulsacathedral.com, 918-978-5868

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

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

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

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

Parking Type: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

Sponsor and Other Event Information

Event Sponsor(s): Diocese of Tulsa

Park: Yes Name of Park and Location: Chapman Centennial Green, 6th St and Main St

Drone: No

Portable Toilets: No Provider and Phone: N/A

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 Attachment

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time: N/A

Finish Time: N/A

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

N/A

Sound checks conducted prior to the event: No

Start Time: N/A

Finish Time: N/A

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

N/A

Use of any signs, banners, decorations, or special lighting used at event: No Describe:

N/A

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will clean up as we process.

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

If not presented, please explain:

Pending

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

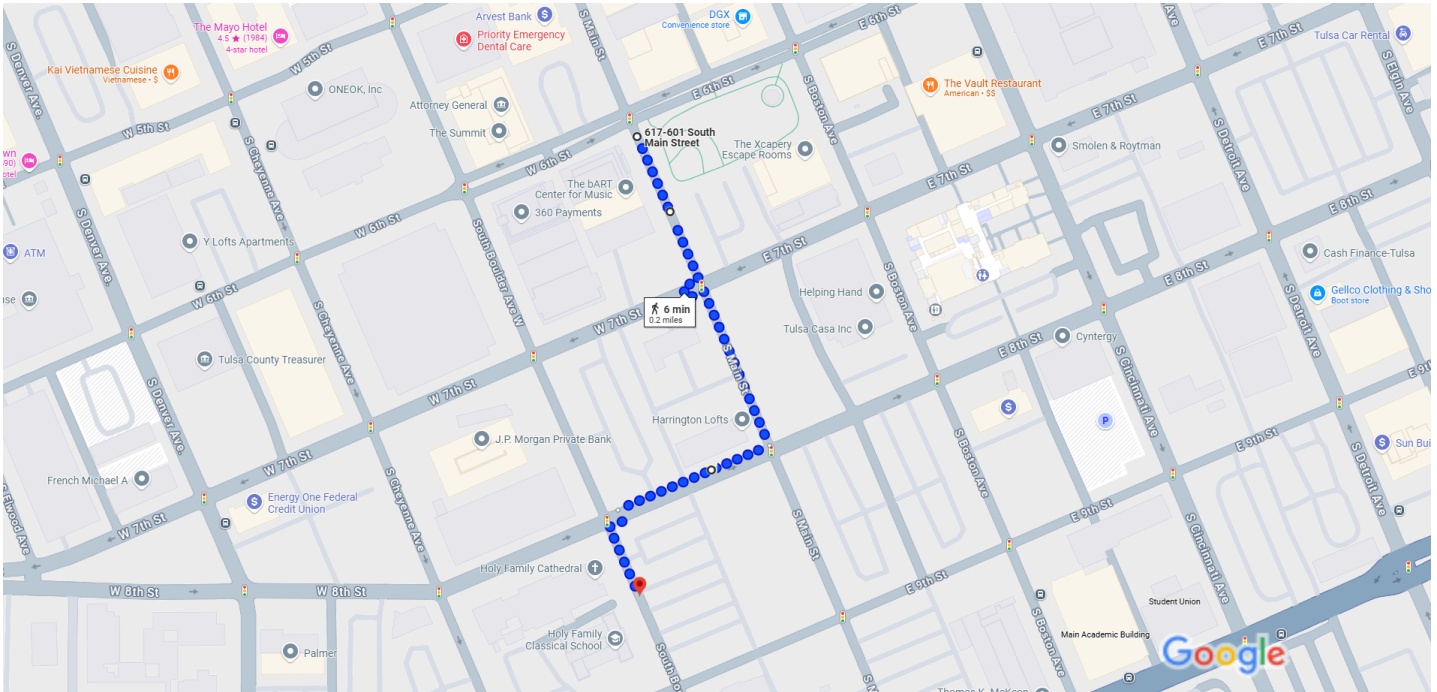
Date received: 11/15/2024 Date routed: 11/23/2024 Date for review: 12/04/2024

Special Events Committee Recommendation: *Email Review Yes ☒ No ☐ 11/26/2024

Date routed to Mayor: 11/26/2024 Mayor's Recommendation: Yes ☐ No ☐ _____

Date routed to Council: 11/26/2024 City Council Approval: Yes ☐ No ☐ _____

Date Permit Issued: _____ Comments: *SEC meeting 12/04/2024. Mayor agenda
12/04/2024. City Council meeting 12/04/2024. Application and map revised 11/23/2024.



Map data ©2024 Google 100 ft



Procession from Chapman Green Park to Holy Family Cathedral starts at 2 p.m.

- ↑ 1. Head south on S Main St toward W 7th St
0.1 mi
- ➔ 2. Turn right onto W 8th St
377 ft
- ➡ 3. Turn left onto South Boulder Ave W
174 ft