



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Elote's Cinco De Mayo Street Festival

Date(s) of Event: Tuesday, May 5, 2026

Location Address: Start: 500 S Boston Ave
End: 600 S Boston Ave

Council District(s): 4

Event 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, Street Closure

Anticipated Attendance: Total: 500

Per Day: 500

Anticipated Participants: Total: 0

Per Day: 0

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Elote Cafe and Catering

Website: <https://www.elotetulsa.com/>

Chief Officer of Host Organization: Libby Billings

Email and Phone: libby@elotetulsa.com 918-582-1403

Applicant Name: Brianna Carter

Email and Phone: billing@elotetulsa.com 918-582-1403

Professional Event Organizer:

Email and Phone:

On-site Contact: Libby Billings

Mobile: 918-582-1403

Billing Contact: Elote Cafe and Catering

Phone: 918-582-1403

Billing Address: 514 S Boston Ave
tulsa, OK 74127

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/04/2026 Time: 08:00
Street Closure for Event Setup: Date: 05/04/2026 Time: 08:00
Street(s) to be Closed for Event Setup: South Boston Ave from 5th St to 6th St
Event Start: Date: 05/05/2026 Time: 11:00
Street Closure for Event Start: Date: 05/04/2026 Time: 08:00
Street(s) to be Closed for Event Start: South Boston Ave from 5th St to 6th St
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 11:00 - Midnight
Event End: Date: 05/06/2026 Time: Midnight
Street Reopens after Event End: Date: 05/06/2026 Time: 06:00
Event Teardown: Date: 05/06/2026 Time: 06:00
Street Reopens after Event Teardown: Date: 05/06/2026 Time: 06:00

Secondary Permits Required

Beer Sales, Alcohol Sales: Alcohol (Spirits) Sales, Beer Sales
Number of Food Vendors: 0
Number of Food Trucks: 1
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 3 - 10X10 Provider and Phone: Elote's own tents
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: N/A

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

Security and/or Police: Yes Contact, Email and Phone: First Strike Security, Ron Owens, 918-955-2502

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

Traffic Control Barricade Company: Yes Contact, Email and Phone: Action Safety Supply, Charlie, 918-892-0572

Equipment Setup: Date: 05/04/2026 Time: 06:00 Equipment Pickup: Date: 05/06/2026 Time: 06:00

Crowd Management Fencing Company: Yes Contact, Email and Phone: At Your Service, Brett, 918-272-0568

Equipment Setup: Date: 05/04/2026 Time: 10:00 Equipment Pickup: Date: 05/06/2026 Time: 06:00

Parking Type: Street

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): Elote Cafe and Catering

Park: No Name of Park and Location: N/A

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service, Brett, 918-272-0568

Total Number of Portable Toilets: 5 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 05/04/2026 Time: 10:00

Equipment Pickup: Date: 05/06/2026 Time: 06:00

Other Event Information: See attachment. Due to weather or road construction, the timelines for activities and closures (including relocation, if necessary) are subject to change.

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 11:00

Finish Time: Midnight

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

Karaoke equipment and an iPad

Sound checks conducted prior to the event: Yes

Start Time: 10:30

Finish Time: 11:00

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: Yes Describe:

Various signage on fencing

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Employees stay after to close to clean the street. Dedicated trash pickup. Blowers & brooms.

Number of Trash Receptacles: 12

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, Businesses

If not presented, please explain:

N/A

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

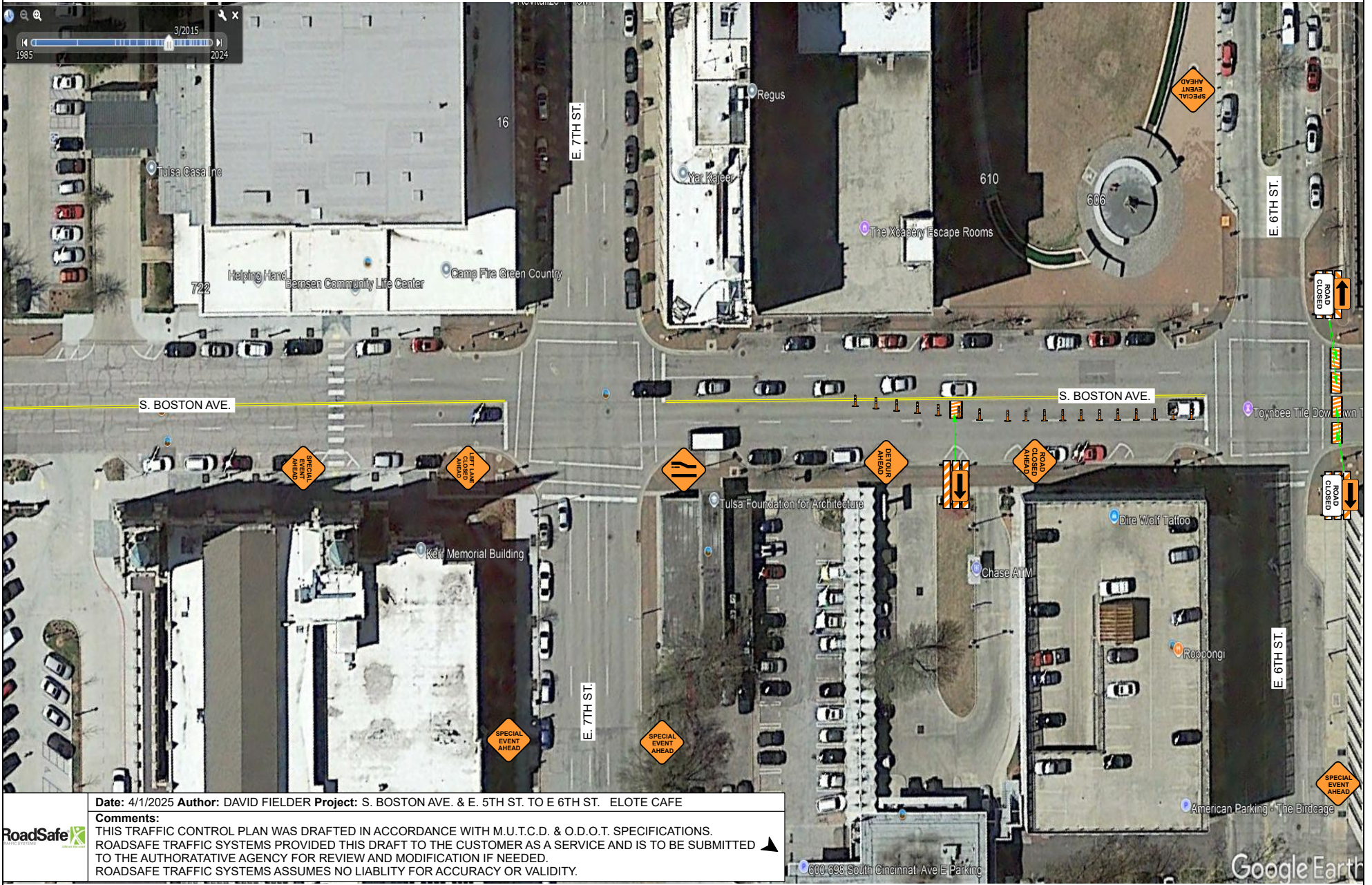
Date received: 02/16/2026 Date routed: 04/06/2026 Date for review: 04/22/2026
Special Events Committee Recommendation: Meeting Review Yes No 04/08/2026
Date routed to Mayor: 04/13/2026 Mayor's Recommendation: Yes No _____
Date routed to Council: 04/13/2026 City Council Approval: Yes No _____
Date Permit Issued: _____ Comments: SEC meeting 04/08/2026. Mayor agenda
04/15/2026. City Council agenda 04/22/2026. Application revised 02/27/2026.



Date: 4/1/2025 **Author:** DAVID FIELDER **Project:** S. BOSTON AVE. & E. 5TH ST. TO E. 6TH ST. ELOTE CAFE

Comments:
 THIS TRAFFIC CONTROL PLAN WAS DRAFTED IN ACCORDANCE WITH M.U.T.C.D. & O.D.O.T. SPECIFICATIONS. ROADS SAFE TRAFFIC SYSTEMS PROVIDED THIS DRAFT TO THE CUSTOMER AS A SERVICE AND IS TO BE SUBMITTED TO THE AUTHORITATIVE AGENCY FOR REVIEW AND MODIFICATION IF NEEDED. ROADS SAFE TRAFFIC SYSTEMS ASSUMES NO LIABILITY FOR ACCURACY OR VALIDITY.

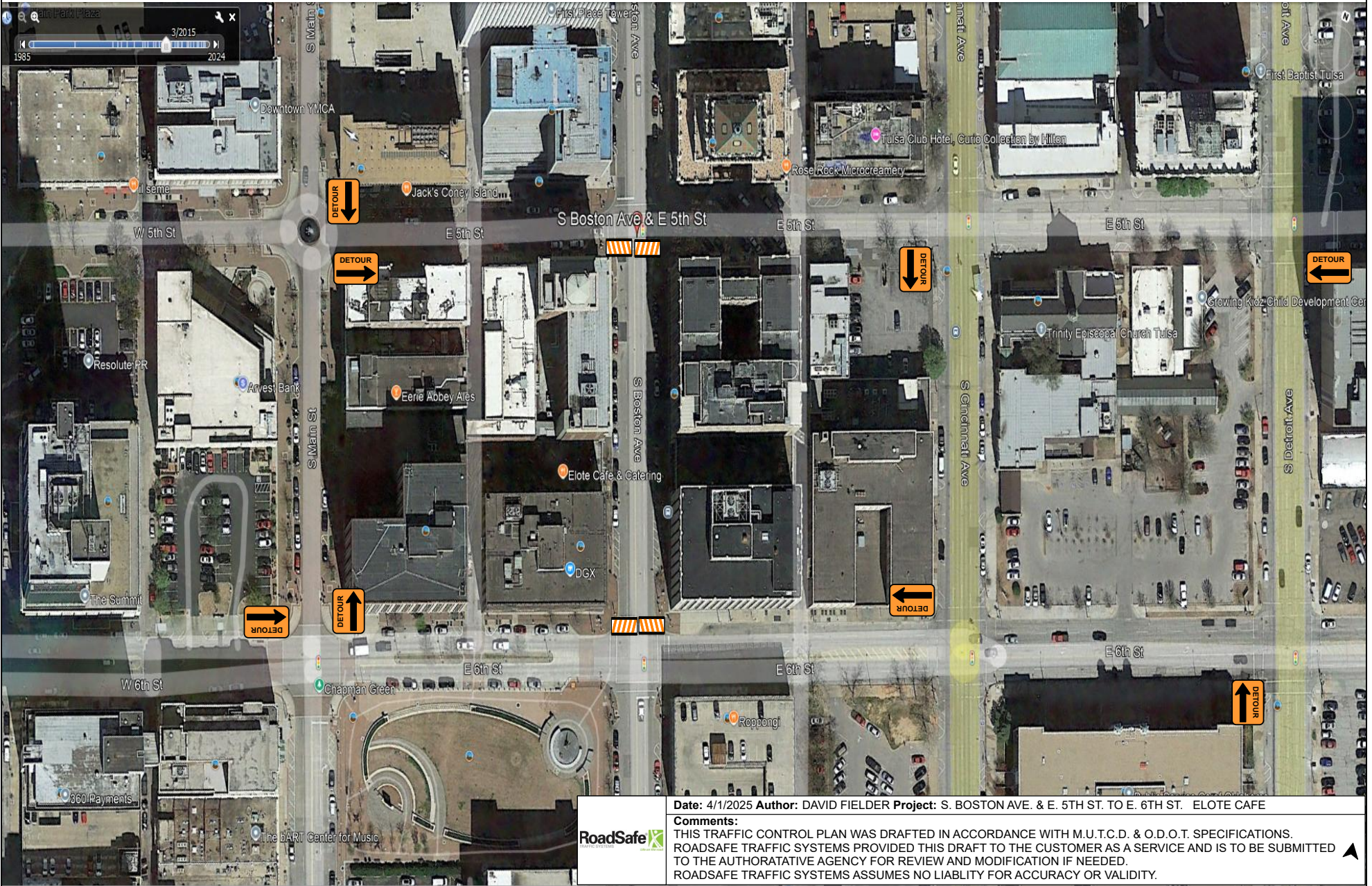




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