



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: 5 de Mayo Date(s) of Event: 05/03-05/2019
Location Address: 2105 S JACKSON AVE W Council District(s): 2
Event Description: Tulsa's Largest Cinco De Mayo event at River West Festival Park with authentic food, music, culture and carnival
Event Category: Festival/Celebration
Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Public Park, Lane Closure, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Street Closure
Anticipated Attendance: Total: 25000 Per Day: 8000
Anticipated Participants: Total: 1500 Per Day: 500
Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: KEY PLUS BROADCASTING LLC Website: www.facebook.com/events/406805853473500/
Chief Officer of Host Organization: Esteban Torres
Email and Phone: meny27@hotmail.com 918-921-3500
Applicant Name: Ryan Howell
Email and Phone: ryan@riverparks.org 918-596-2008
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Ryan Howell Mobile: 918-596-2008
Billing Contact: River Parks Authority Phone: 918-596-2008
Billing Address: 2424 East 21st Street 300
Tulsa OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/03/2019 Time: 8am
Street Closure for Event Setup: Date: 05/03/2019 Time: 3pm
Street(s) to be Closed for Event Setup: S. Jackson Ave between 20th and 23rd Streets

Event Start: Date: 05/03/2019 Time: 4pm
Street Closure for Event Start: Date: 05/03/2019 Time: 3pm
Street(s) to be Closed for Event Start: Jackson Ave. from 20th St. to 23rd St. will be closed one hour before and one hour after the festival, Friday, Saturday and Sunday.
Run, Walk, Parade Start Time: NA
Daily Event Hours: Friday May 3rd 4:00pm – 11:00pm
Saturday May 4th 2:00pm-11:00pm
Sunday May 5th 2:00pm – 10:00pm

Event End: Date: 05/05/2019 Time: 10pm
Street Reopens after Event End: Date: 05/05/2019 Time: 11pm

Event Teardown: Date: 05/06/2019 Time: 5pm
Street Reopens after Event Teardown: Date: 05/05/2019 Time: Midnight

Secondary Permits Required

Beer Sales, Alcohol Sales: Wine Sales, High point beer sales, Alcohol Sales
Number of Food Vendors: 5
Number of Food Trucks: 10
Food Cooked on-site: Yes Fuel(s) to be used: Charcoal, Electric, Gas, Wood
Number of Item Vendors: 20 Number of Service Vendors: 10
Number of Tents/Canopies: 8 (Sizes TBD) Provider and Phone: ABCO (918) 583-6557
Number of Inflatables: 5 Provider and Phone: TBD,
Number of Amusement Rides: 15 Provider and Phone: Jamie Waknitz <madjaxinc@aol.com>
Mad Jax Amusements dba Midwest Rides &
Concessions
18140 Zane Street North- Box 411
Elk River, MN 55330

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: Contact, Email and Phone: Off-duty TPD Chris Witt (918) 695-4471

Medical and/or First Aid Services: Contact, Email and Phone: NA

Traffic Control Barricade Company: Contact, Email and Phone: RoadSafe Traffic Systems (918) 425-4550

Equipment Setup: Date: 05/03/2019 Time: 8am Equipment Pickup: Date: 05/06/2019 Time: Noon

Crowd Management Fencing Company: Contact, Email and Phone: NA

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

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

Transportation Service: Ride Share

Transportation Service: Contact, Email and Phone:

Sponsor and Other Event Information

Event Sponsor(s): Key Plus Broadcasting, Hispanic Chamber of Commerce

Name of Park and Location, if applicable: River West Festival Park 2100 S Jackson Ave

Drone: Yes

Portable Toilets: Provider and Phone: Port-a John of Tulsa (918) 836-2134

Total Number of Portable Toilets: 30 Number of ADA Accessible Portable Toilets: 8

Equipment Setup: Date: 05/03/2019 Time: 8am

Equipment Pickup: Date: 05/06/2019 Time: 5pm

Other information: Volunteer Parking Attendants

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 30

Performer/Band name and music type: Multiple - TBD

Sound Amplification: Yes

Start Time: 11am

Finish Time: 11pm

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

Typical large scale concert outdoor stage

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Describe hot air balloons, fire lanterns or similar devices used at event:

NA

Describe the use of any signs, banners, decorations, or special lighting used at event:

Typical festival signage

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Private trash collection, 2- 30 yard dumpsters

Number of Trash Receptacles: 40

Number of Dumpsters: 2

Number of Recycling Containers: 15

Cleanup Service Provider and Phone, if applicable: In House

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents, Neighborhood Association

Avidavit 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: 03/21/2019 Date routed: 04/16/2019 Date for review: 04/24/2019

Special Events Committee Recommendation: _____ ☐ Yes ☐ No
Date routed to Mayor: _____ Mayor's Recommendation: _____ ☐ Yes ☐ No

Date routed to Council: _____ City Council Approval: _____ ☐ Yes ☐ No

Date Permit Issued: _____ Comments: Form revised 04/16/2019.



