



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Cinco De Mayo Celebration

Date(s) of Event: May 5th, 2019

Location Address: 332 E 1ST ST S

Council District(s): 4

Event Description: Cinco De Mayo Block Party

**Event Category:** Street/Block Party

**Event Includes:** Amplified Sound, Tent/Canopy, Beer/Alcohol Sales, Food Sales, No Parking Signage, Street Closure

Anticipated Attendance: Total: 1500

Per Day: 1500

Anticipated Participants: Total: 1500

Per Day: 1500

Number of Events for Monthly Event: No

### Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: McNellies

Website: www.elguaposcantina.com

Chief Officer of Host Organization: Jim O'Connor

Email and Phone: jim@mcnellies.com 918-671-3047

Applicant Name: Scott Sipes

Email and Phone: scottasipes@gmail.com 918-382-7468

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Kelly Davis

Mobile: 918-406-9317

Billing Contact: McNellies

Phone: 918-382-7468

Billing Address: 409 East 1st Street  
Tulsa OK 74120

### ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 05/05/2019 Time: 8:30AM  
Street Closure for Event Setup: Date: 05/05/2019 Time: 8:00AM  
Street(s) to be Closed for Event Setup: Elgin Ave between 1st St and 2nd St

**Event Start:** Date: 05/05/2019 Time: Noon  
Street Closure for Event Start: Date: 05/05/2019 Time: 8:00am  
Street(s) to be Closed for Event Start: Elgin Ave between 1st St and 2nd St  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: Noon to Midnight

**Event End:** Date: 05/05/2019 Time: Midnight  
Street Reopens after Event End: Date: 05/06/2019 Time: 10:00AM

**Event Teardown:** Date: 05/06/2019 Time: 7:00AM  
Street Reopens after Event Teardown: Date: 05/06/2019 Time: 10:00AM

### ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: High point beer sales, Alcohol Sales  
Number of Food Vendors: 1  
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 of Tents/Canopies: 1 40X80 Provider and Phone: Party Pro Rents  
918-622-8102  
Number of Inflatables: 0 Provider and Phone: NA,  
Number of Amusement Rides: 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**

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Security and/or Police: Contact, Email and Phone: Off-duty TPD Quinton Hoauk (918) 406-6039

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: 05/05/2019 Time: 8:00AM Equipment Pickup: Date: 05/06/2019 Time: 10:00AM

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

Equipment Setup: Date: 05/05/2019 Time: 8:30AM Equipment Pickup: Date: 05/06/2019 Time: 9:00AM

Parking Type: Street, Unpaved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

### **Sponsor and Other Event Information**

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Event Sponsor(s): El Gaupo's

Name of Park and Location, if applicable: NA

Drone: No

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

Total Number of Portable Toilets: 8 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 05/05/2019 Time: 9:00AM

Equipment Pickup: Date: 05/06/2019 Time: 8:00AM

Other information: NA

## **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: DJ

Sound Amplification: Yes

Start Time: 2:00PM

Finish Time: 10:00PM

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

DJ equipment and speakers

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:

NA

## **Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: El Guapo's Staff will clean up

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Businesses

## **Avidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 03/03/2019      Date routed: 04/17/2019      Date for review: 04/24/2019

Special Events Committee Recommendation: 04/17/2019      ☒ Yes ☐ No

Date routed to Mayor: 04/18/2019      Mayor's Recommendation: \_\_\_\_\_ ☐ Yes ☐ No

Date routed to Council: 04/18/2019      City Council Approval: \_\_\_\_\_ ☐ Yes ☐ No

Date Permit Issued: \_\_\_\_\_      Comments: Form and map revised 04/17/2019

