



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Los Festivales y Mercados: PosadasDate(s) of Event: Dec. 17, 2022Location Address: 1 S LEWIS AVE ECouncil District(s): 4Event Description: Celebrating Mexican culture through a series of festivals, cultural celebrations and the ever-popular Mercado.Event Category: MiscellaneousEvent Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Live Entertainment, Food Sales, Merchandise Sales, Street ClosureAnticipated Attendance: Total: 400Per Day: 400Anticipated Participants: Total: 20Per Day: 20

Number of Events for Monthly Event: NA

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

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Host Organization: Kendall Whittier Main Street Website: <http://visitkendallwhittier.com/>Chief Officer of Host Organization: Jessica JacksonEmail and Phone: jessica@visitkendallwhittier.com 918-633-1934Applicant Name: Kendall Whittier Main Street - Jessica JacksonEmail and Phone: jessica@visitkendallwhittier.com 918-633-1934Professional Event Organizer: Same

Email and Phone:

On-site Contact: Jessica JacksonMobile: 918-633-1934Billing Contact: Kendall Whittier Main StreetPhone: 918-633-1934Billing Address: 2205 Admiral Blvd.  
Tulsa OK 74110

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

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**Event Setup:** Date: 12/17/2022 Time: 12pm  
Street Closure for Event Setup: Date: 12/17/2022 Time: 12pm  
Street(s) to be Closed for Event Setup: Using the Tulsa Farmers' Market TCP Map that will remain close until 8pm.

**Event Start:** Date: 12/17/2022 Time: 3pm  
Street Closure for Event Start: Date: 12/17/2022 Time: 3pm  
Street(s) to be Closed for Event Start: Admiral Blvd. between Lewis Ave and Atlanta Ave  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: NA

**Event End:** Date: 12/17/2022 Time: 7pm  
Street Reopens after Event End: Date: 12/17/2022 Time: 8pm  
**Event Teardown:** Date: 12/17/2022 Time: 7pm  
Street Reopens after Event Teardown: Date: 12/17/2022 Time: 8pm

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: High point beer sales  
Number of Food Vendors: 4  
Number of Food Trucks: 4  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 15 Number of Service Vendors: 0  
Number of Tents/Canopies: (13) 10x10 Provider and Phone: Vendor owned  
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: Retired TPD Tim O'Keefe (918) 697-8348

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

Traffic Control Barricade Company: Contact, Email and Phone: Own TCP Equipment

Equipment Setup: Date: 12/17/2022 Time: 3pm Equipment Pickup: Date: 12/17/2022 Time: 8pm

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

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

Parking Type: Street, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): Fowler Automotive  
The Lawyers of Kendall Whittier

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: 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 information: NA

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 3

Performer/Band name and music type: Latin dance and music

Sound Amplification: Yes

Start Time: 3pm

Finish Time: 7pm

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

Speakers

Sound checks conducted prior to the event: Yes

Start Time: 1pm

Finish Time: 2pm

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:

Stage lights

**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: Volunteers and staff will clean as needed

Number of Trash Receptacles: 1

Number of Dumpsters: 0

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents

**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 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**

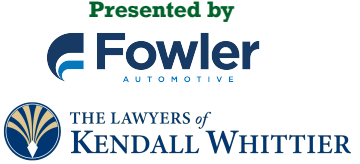
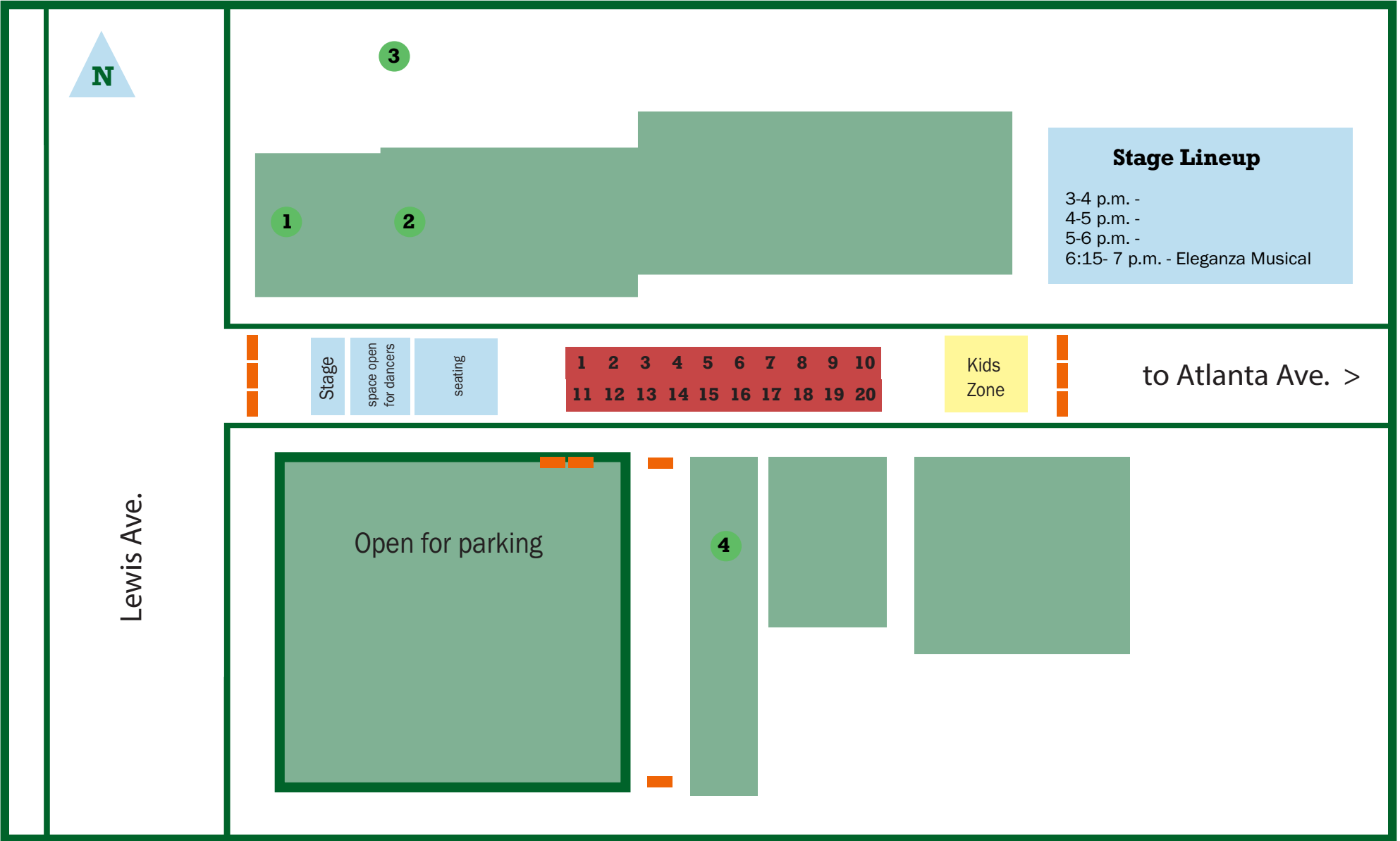
Date received: 11/17/2022    Date routed: 11/29/2022    Date for review: 12/07/2022

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 11/29/2022.



**KW Businesses**

- Circle Cinema (on Lewis)
- Bobby Pin
- Whitty Books
- Bryde
- Anthousai
- Jo & June Vintage
- STEMcell Science Shop
- Lawyers of Kendall Whittier
- Flash Flood Print Studios
- Herballife
- Perez Video

**Vendors**

- 1. agasdf
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**KW Food & Drink**

- 1. She Brews Coffee
- 2. Whittier Bar
- 3. Pollos Asados (food truck located behind She Brews)
- 4. Pancho Anaya

