



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: National Eucharistic Pilgrimage Procession Date(s) of Event: Friday, May 30, 2025

Location Address: Start: Reynolds Center, 3208 E 8th St Council District(s): 4  
End: Holy Family Cathedral, 820 S Boulder Ave

Event Description: For the National Eucharistic Pilgrimage, the Diocese of Tulsa will be processing from the University of Tulsa to Church of the Madelene to Christ the King to Holy Family Cathedral.

**Event Category:** Procession/March

**Event Includes:** Public Right of Way, Lane Closure, Private Property, Street Closure

Anticipated Attendance: Total: 2000 Per Day: 2000

Anticipated Participants: Total: 2000 Per Day: 2000

Number of Events for Monthly Event: No

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

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Host Organization: ROMAN CATHOLIC DIOCESE OF TULSA Website: <https://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***

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<b>Event Setup:</b>	Date: <u>05/30/2025</u>	Time: <u>3:00pm</u>
Street Closure for Event Setup:	Date: <u>05/30/2025</u>	Time: <u>6:30pm</u>
Street(s) to be Closed for Event Setup:	<u>Boulder Ave between 8th St and 9th St</u>	
<b>Event Start:</b>	Date: <u>05/30/2025</u>	Time: <u>4:00pm</u>
Street Closure for Event Start:	Date: <u>05/30/2025</u>	Time: <u>6:30pm</u>
Street(s) to be Closed for Event Start:	<u>See Walk Route Map</u>	
Run, Walk, Parade Start Time:	<u>4:30pm</u>	
Daily Event Hours:	<u>N/A</u>	
<b>Event End:</b>	Date: <u>05/30/2025</u>	Time: <u>8:00pm</u>
Street Reopens after Event End:	Date: <u>05/30/2025</u>	Time: <u>6:30pm</u>
<b>Event Teardown:</b>	Date: <u>05/30/2025</u>	Time: <u>10:00pm</u>
Street Reopens after Event Teardown:	Date: <u>05/30/2025</u>	Time: <u>10:30pm</u>

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

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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**

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Security and/or Police: Yes Contact, Email and Phone: Deputy Keiffer, ckeiffer@tcsso.org, 918-951-1818  
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: Yes Contact, Email and Phone: A c t i o n     S a f e t y     S u p p l y ,  
charlie@actionsafetysupply.com,  
918-234-8222

Equipment Setup: Date: 05/30/2025 Time: 6:30pm Equipment Pickup: Date: 06/02/2025 Time: 9:00am

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**

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Event Sponsor(s): Ascension St. John

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

Drone: No

Portable Toilets: No 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 Event Information: See Attachments

## **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: John the Blessed Band

Sound Amplification: Yes

Start Time: 8:00pm

Finish Time: 10:00pm

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

Stand speaker to play music over.

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will clean up as the event goes and finish clean up that night.

Number of Trash Receptacles: 2

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Places of Worship

If not presented, please explain:

N/A

## **Affidavit 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: 04/10/2025      Date routed: 05/06/2025      Date for review: 05/21/2025

Special Events Committee Recommendation: \_\_\_\_\_ Yes ☐ No ☐ \_\_\_\_\_

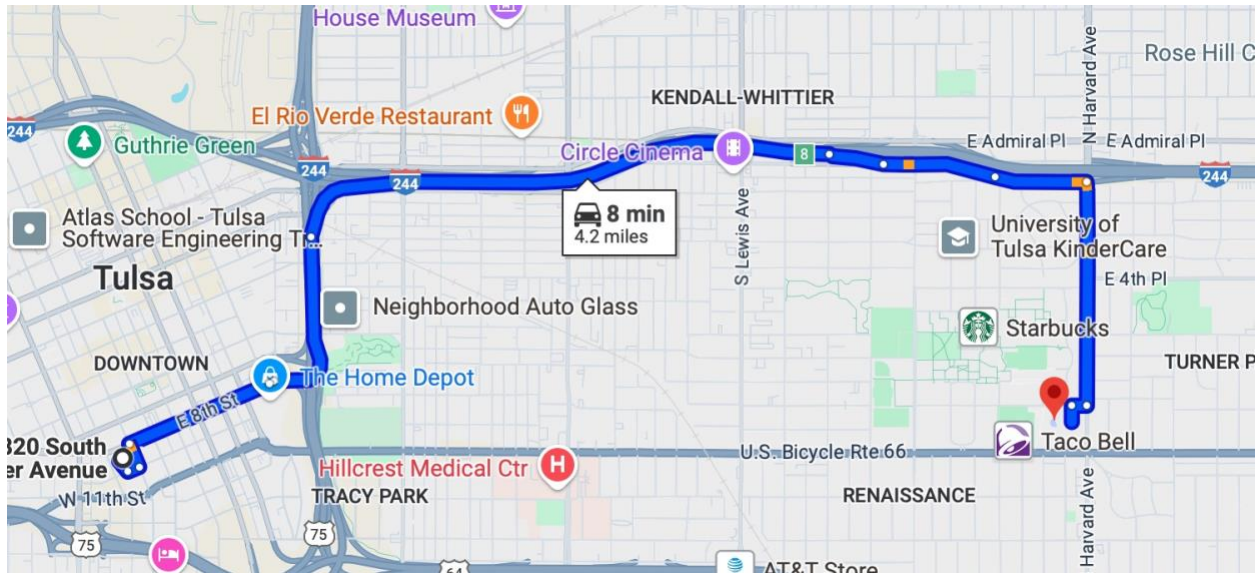
Date routed to Mayor: \_\_\_\_\_ Mayor's Recommendation: Yes ☐ No ☐ \_\_\_\_\_

Date routed to Council: \_\_\_\_\_ City Council Approval: Yes ☐ No ☐ \_\_\_\_\_

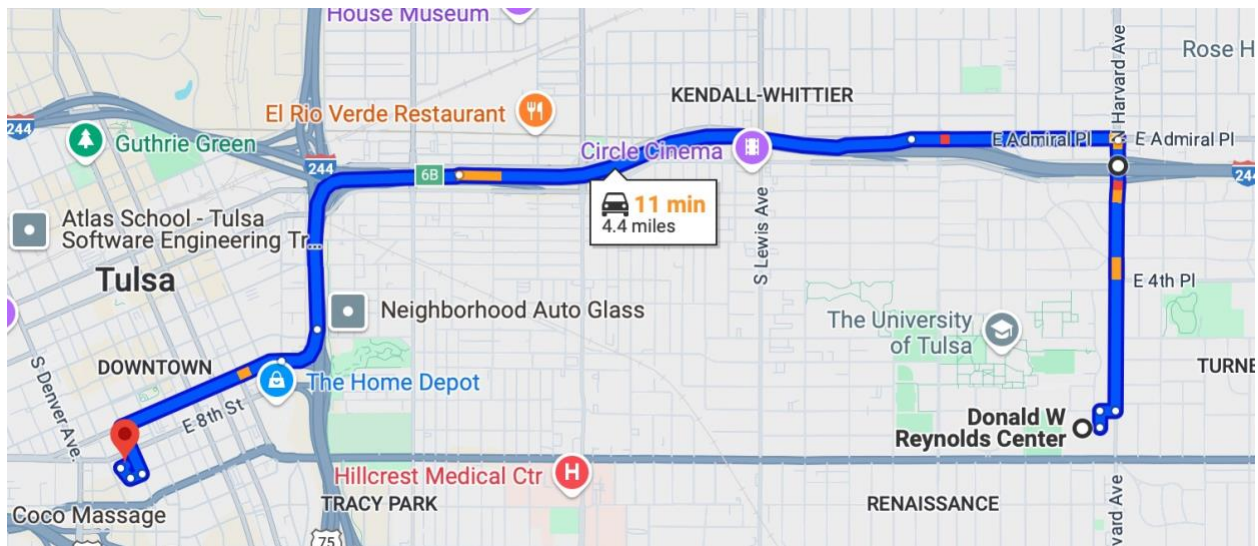
Date Permit Issued: \_\_\_\_\_ Comments: SEC meeting 05/07/2025. Mayor agenda  
05/14/2025. City Council agenda 05/21/2025. Map link received 04/23/2025. Map revised 05/06/2025.

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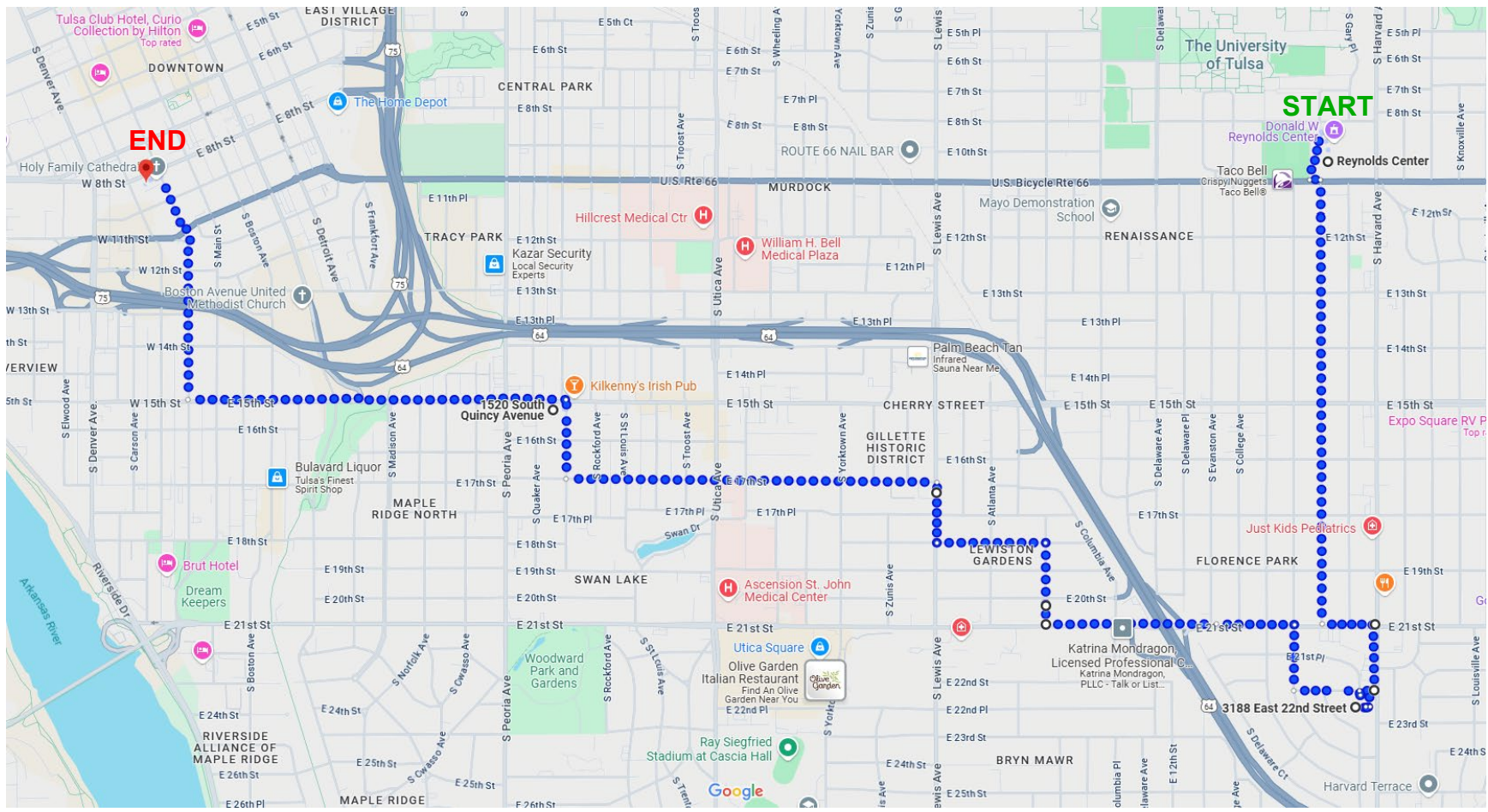
### Bus Route going from Holy Family Cathedral to University of Tulsa



### Bus Route going from University of Tulsa to Holy Family Cathedral



# Procession Route







**Author:** Ben Hill **Project:** Holy Family Cathedral  
**Comments:**