



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Celebration of Our Lady of GuadalupeDate(s) of Event: December 11 - 12, 2025Location Address: Start: 100 S Atlanta Ave
End: 100 S Atlanta AveCouncil District(s): 1Event Description: Celebration of Our Lady of Guadalupe**Event Category:** Street, Lane, or Sidewalk Closure**Event Includes:** Private Park, Public Right of Way, Street ClosureAnticipated Attendance: Total: 400Per Day: 400Anticipated Participants: Total: 400Per Day: 400

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: St. Francis Xavier Catholic ChurchWebsite: <https://dioceseoftulsa.org/news/ever-ts-around-our-diocese>Chief Officer of Host Organization: Elmer RodriguezEmail and Phone: finance@stfrancisxavier-tulsa.org 918-592-6770Applicant Name: Elmer RodriguezEmail and Phone: vhuacuja0@gmail.com 918-592-6770

Professional Event Organizer:

Email and Phone:

On-site Contact: Elmer RodriguezMobile: 918-520-1502Billing Contact: St. Francis Xavier Catholic ChurchPhone: 918-592-6770Billing Address: 2434 E ADMIRAL BLVD S
Tulsa, OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>12/11/2025</u>	Time: <u>3:30 p.m.</u>
Street Closure for Event Setup:	Date: <u>12/11/2025</u>	Time: <u>3:30 p.m.</u>
Street(s) to be Closed for Event Setup:	<u>See TCP Map</u>	
Event Start:	Date: <u>12/11/2025</u>	Time: <u>4 p.m.</u>
Street Closure for Event Start:	Date: <u>12/11/2025</u>	Time: <u>3:30 p.m.</u>
Street(s) to be Closed for Event Start:	<u>See TCP Map</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>4 - 10 p.m.</u>	
Event End:	Date: <u>12/12/2025</u>	Time: <u>10 p.m.</u>
Street Reopens after Event End:	Date: <u>12/12/2025</u>	Time: <u>10:30 p.m.</u>
Event Teardown:	Date: <u>12/12/2025</u>	Time: <u>10 p.m.</u>
Street Reopens after Event Teardown:	Date: <u>12/12/2025</u>	Time: <u>10:30 p.m.</u>

Secondary Permits Required

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

Security and/or Police: No Contact, Email and Phone: N/A

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

Traffic Control Barricade Company: Yes Contact, Email and Phone: Area Wide Protection (918) 445-8899, ernest.livington@awp.safety.com

Equipment Setup: Date: 12/11/2025 Time: 3 p.m. Equipment Pickup: Date: 12/13/2025 Time: 10 a.m.

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

Event Sponsor(s): N/A

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

Drone: No

Portable Toilets: No Provider and Phone: N/A

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 Attachment

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time: N/A

Finish Time: N/A

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

N/A

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

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Community members will volunteer to clean

Number of Trash Receptacles: 5

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Social Media

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: 12/02/2025 Date routed: 12/10/2025 Date for review: Email Review

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 12/17/2025.

Application fees paid 12/09/2025. TCP map received 12/10/2025.

