



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Anniversary Coronation of Our Lady of Guadalupe Date(s) of Event: Friday, August 14, 2026
Location Address: Start: 820 South Boulder Ave Council District(s): 4
End: 2515 E. 1st St S.
Event Description: St. Francis Xavier Church will celebrate the anniversary of the coronation of Our Lady of Guadalupe.
The walking procession will start after the 8 p.m. Mass at Holy Family Cathedral and proceed and end the procession at St. Francis Xavier Church.
Event Category: Procession/March
Event Includes: Amplified Sound, Public Right of Way, Lane Closure, Sidewalk Closure, Private Property, Street Closure, Police Escort and Traffic Control
Anticipated Attendance: Total: 500 Per Day: 500
Anticipated Participants: Total: 500 Per Day: 500
Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: St. Francis Xavier Catholic Church Website: <https://dioceseoftulsa.org/news/events-around-our-diocese>
Chief Officer of Host Organization: Elmer Rodriguez
Email and Phone: vhuacuja0@gmail.com 918-592-6770
Applicant Name: Elmer Rodriguez
Email and Phone: vhuacuja0@gmail.com 918-592-6770
Professional Event Organizer:
Email and Phone:
On-site Contact: FERNANDA HUACUJA Mobile: 918-592-6770
Billing Contact: St. Francis Xavier Catholic Church Phone: 918-592-6770
Billing Address: 2434 E ADMIRAL BLVD S
Tulsa, OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 08/14/2026 Time: 8 p.m.
Street Closure for Event Setup: Date: 08/14/2026 Time: 7 p.m.
Street(s) to be Closed for Event Setup: Assembly - Boulder Ave between 8th St and 9th St: 7 - 8:30 p.m.
Landing - Atlanta Ave between Admiral Pl and 1st St: 9 - 10:30 p.m.

Event Start: Date: 08/14/2026 Time: 8 p.m.
Street Closure for Event Start: Date: 08/14/2026 Time: 8 p.m.
Street(s) to be Closed for Event Start: Police escort from 820 S Boulder Ave to 2515 E. 1st St
Run, Walk, Parade Start Time: Walk Procession 8 p.m.
Daily Event Hours: 8 p.m. to 10 p.m.

Event End: Date: 08/14/2026 Time: 10:30 p.m.
Street Reopens after Event End: Date: 08/14/2026 Time: 10 p.m.

Event Teardown: Date: 08/14/2026 Time: 11 p.m.
Street Reopens after Event Teardown: Date: 08/14/2026 Time: 11 p.m.

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
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 & Sizes of Tents: 0 Provider and Phone: N/A
Number of Inflatables: No 0 Provider and Phone: NA
Number of Amusement Rides: No 0 Provider and Phone: NA
Use of fireworks, rockets, lasers, or other pyrotechnics: No
Provider and Phone: N/A

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Yes Contact, Email and Phone: TPD Special Events Unit (918) 586-6054

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

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

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

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: Yes

Start Time: 8 p.m. Finish Time: 10 p.m.

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

N/A

Sound checks conducted prior to the event: Yes Start Time: 7:45 p.m. Finish Time: 8 p.m.

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: Yes Describe:

Church banners/signs

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Volunteers will be helping to pick up trash

Number of Trash Receptacles: 2 Number of Dumpsters: 2 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

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: 12/18/2025 Date routed: 01/29/2026 Date for review: 02/25/2026

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 02/04/2026. Mayor agenda
02/11/2026. City Council agenda 02/25/2026. Revised map received 01/28/2026.

Route Map

