



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Children's Day (Día de la Niñez)Date(s) of Event: Saturday April 25, 2026Location Address: Start: 1801 S Garnett Rd
End: 1801 S Garnett RdCouncil District(s): 6

Event Description: Children's Day (Día de la Niñez) is a community event hosted by El Centro on April 25, 2026, from 10:00 AM to 2:00 PM at 1801 S Garnett Rd, Tulsa, OK. The event will take place within El Centro's property and will include children's games, family activities, resource tables for families, food trucks, and live entertainment. The purpose of the event is to provide a safe, welcoming, and family-friendly space for children and caregivers to celebrate together and connect with community resources.

Temporary overflow parking is requested on the adjacent lot next to the existing parking area to accommodate attendees. Parking will remain within private property and will not affect public streets or traffic.

Event Category: Festival/CelebrationEvent Includes: Amplified Sound, Live Entertainment, Private PropertyAnticipated Attendance: Total: 500Per Day: 500Anticipated Participants: Total: 100Per Day: 100Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: El Centro – New Sanctuary
Empowerment CenterWebsite: https://www.elcentrook.orgChief Officer of Host Organization: MARIA KUYKENDALLEmail and Phone: EICentroStaff@elcentrook.org 918-410-9805Applicant Name: MARIA KUYKENDALLEmail and Phone: EICentroStaff@elcentrook.org 918-410-9805

Professional Event Organizer:

Email and Phone:

On-site Contact: MARIA KUYKENDALLMobile: 918-954-4880Billing Contact: El Centro: New Sanctuary
Empowerment CenterPhone: 918-410-9805Billing Address: 1801 S GARNETT RD E
Tulsa, OK 74128

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 04/24/2026 Time: 12:30 pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A - Private Property

Event Start: Date: 04/25/2026 Time: 10:00 am
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: N/A - Private Property
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 10:00 am - 2:00 pm

Event End: Date: 04/25/2026 Time: 2:00 pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 04/25/2026 Time: 3:00 pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 3
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 6 - 10x10 tents Provider and Phone: Tents with resources for the community (private tents that belong to 1801). Tents spaced per TFD guidelines (12 feet separation between every 400 square feet of tent (e.g., 20X20) or groups of tents (e.g., 4 - 10X10). 10x10 Tents not separated by 12 feet are considered as a group.

Number of Inflatables: Yes 2 Provider and Phone: Bounce House Rental, 918-840-8258
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: No Contact, Email and Phone: N/A

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: Unpaved Lot, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

Sponsor and Other Event Information

Event Sponsor(s): We are a non profit and our Grant providers are paying for the event, Mainly GKFF.

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(s). Due to weather, timelines for activities (including relocation, if necessary) are subject to change.

Entertainment and Related Activities

Number of Stages: N/A

Number of Performers/Bands: N/A

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 10:00 am Finish Time: 2:00 pm

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

2 medium size speakers

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: Yes Describe:

Banners inside the property for the different organizations that will provide resources for the community.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: After the event, the company then cleans El Centro together with the volunteers and personal will do the cleanup of the event.

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: Yes Provider and Phone: N/A

Presented Event Concept to:

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: 03/11/2026 Date routed: 03/20/2026 Date for review: 03/25/2026

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 03/25/2026. Application
update 03/18/2026.

Children's Day – Event Site and Parking Plan

April 25, 2026

10:00 am – 2:00 pm

El Centro – 1801 S Garnett Rd, Tulsa OK



- Staff, volunteers, and organizations with resource tables will park in the paved parking lot behind the main building.
- Event guests will park in the adjacent unpaved overflow lot on the east side of the property.
- Volunteers will assist with directing parking to ensure safe traffic flow.