



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

Summary of Event

Event Title: Live Passion of the Lord Date of Event: April 14, 2017
 Event Location: St. Francis Xavier Church Council District: 4
 Event Description: Parade around the block (Submit Flyer or Brochure in Electronic Format)
 Event Sponsors: St. Francis Xavier Church
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 800 Per Day: One Day

Event Organizer Information

Organizing Agency: St. Francis Xavier Web Address: None
 Agency Contact: Janeth P. Vasquez Email Address: st.francixavier.church@hotmail.
 On-Site Contact: Janeth P. Vasquez On-Site Phone: (918) 344-6594 com
 Billing Contact: St. Francis Xavier Church Billing Phone: (918) 592-6770
 Billing Address: 2434 E. Admiral Blvd. Tulsa OK 74110
Street City State Zip
 Agency Status: Profit Non-Profit Fundraiser? / What cause: Good Friday

Site Plan and Route Map

Event Set-up: Date: 04.14.2017 Day of Week: Friday Time: 10:00 a.m.
 Street Closing for Set-up, Stages, Tents, etc.: Date: 04.14.2017 Time: 11:00 a.m.
 Street(s) to be Closed: Atlanta Ave. from 1st St. to the alley south of Admiral Blvd.
 (Submit a Site Map in CAD/Electronic Format)

Event Opens: Date: 04.14.2017 Day of Week: Friday Time: 12:00 p.m.
 Street Closing for Race, Parade, Festival, etc.: Date: 04.14.2017 Time: 12:00 p.m.
 Street(s) to be Closed: See Attachment map. Police will escort and provide traffic control in the neighborhood.
 (Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: First "Live" Passion at 12:00p.m. Second "Silent" Procession 8:00p.m.

Daily Festival or Street Party Times: NA

Road Race Service Co. and Phone: NA

Event Closes: Date: 04.14.2017 Day of Week: Friday Time: 3 p.m.
 Street Opening: Date: 04.14.2017 Day of Week: Friday Time: 2:30 p.m.
 Event Dismantle: Date: 04.14.2017 Day of Week: Friday Time: 9:30 p.m.
 Street Opening: Date: 04.14.2017 Day of Week: Friday Time: 9:00 p.m.

Secondary Permit Requirements

Yes No Is this an Open Air Event? Public Property Private Property Parking Lot
 Yes No Alcohol or Beer On-Site? Alcohol Sales Beer Sales Free Beverages
 Yes No Concessionaires On-Site? Number of Food Vendors: _____ Number of Item Vendors: _____
 Yes No Food Preparation On-Site? Charcoal Electric Gas
 Yes No Tents or Stages On-Site? If yes, what sizes: 32X8 in Parking Lot
 Yes No Other Structures On-Site? If yes, please explain: _____
 Yes No Using a City or River Park? Name and location: _____

Security, Medical, Traffic, and Parking Plans

Yes No Security or Police On-Site? Agency and Phone: TPD Special Events | (918) 586-6054
 If yes, please describe or provide an attachment of your plan: TPD Operational Plan

Yes No Medical First Aid On-Site? Agency and Phone: _____
 If yes, please describe or provide an attachment of your plan: TPD will have radio contact with EMSA

Yes No Using Barricade Company? Agency and Phone: _____
 If yes, the Barricade Co. providing equipment for the street closure must submit the plan in CAD/Electronic Format.
 Equipment Setup: Date: _____ Time: _____ Equipment Pickup: Date: _____ Time: _____

Yes No Is there Parking Available? If yes, please describe or provide an attachment of your plan: ST. FRANCIS XAVIER CHURCH PARKING LOT

Yes No Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: FRONT OF ST. FRANCIS XAVIER PARKING LOT

Yes No Using a Shuttle Service? If yes, please describe or provide an attachment of your plan: _____

Other Related Activities and Information

Yes No Entertainment On-Site? Live Music Recorded Music Dancing
 Fireworks Inflatables Animals Other (specify): NONE

Yes No Sound Amplification? Setup Time: NA Start Time: 3:00 P.M. Finish Time: 5:00 P.M.

Yes No Certificate of Insurance? Agency and Phone: Gallagher Insurance
 If yes, submit certificate. If no, please explain: _____

Yes No Portable Rest Rooms? Agency and Phone: Aim to Please (918) 606-5675

Number of Portable Rest Rooms: 2 Number of Disability Accessible Portable Rest Rooms: 1

Equipment Setup: Date: 04.13.2017 Time: 3:00P.M. Equipment Pickup: Date: 04.17.2017 Time: 9:00 A.M.

Mitigation of Impact

Please describe your plan for cleanup and removal of waste and garbage during and after your event: _____
 THE PARISH COMMUNITY WILL CLEAN UP AFTER THE EVENT.

Number of Trash Receptacles: 12 Number of Dumpsters: 2 Number of Recycling Containers: 1

Yes No Using a Sanitation Service? Agency and Phone: _____

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

Yes No Have you presented your event concept to the affected residents, businesses, churches, and schools?
 If yes, please attach a complete list of these entities. If no, please explain: _____

Yes No Do you have a sample of the notice that you propose to distribute **two weeks prior to your event**?
 If yes, please attach in an electronic format. If no, please explain: Attached

Yes No Other Information? _____

Affidavit of Applicant

Tulsa Police officers and public safety services, and traffic-control signage and barricades will be required for street closings, traffic/crowd control, and security. The Organizing Agency has the responsibility to be aware of and comply with City Ordinances and Regulations including, but not limited to, Curfew Ordinance, City/County Public Health Regulations, and Police/Park Public Safety Requirements. An application approval does not imply City sponsorship. Review the instructions for further information in reference to Special Events. I certify that the information contained in the foregoing 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 the proposed Special Event. I further certify that I, on the behalf of the Organizing Agency, am also authorized to commit that agency, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Tulsa and Police Department. Any omissions will delay the process.

Print Name: JANETH P. VASQUEZ **Signature:** Signature via Email **Date:** 01.10.2017

Mail to: Special Event Coordinating Committee, 175 East 2nd Street, Suite 590, Tulsa, Oklahoma 74103
Or Email to: sbain@cityoftulsa.org. **Your electronic submission will serve as your electronic signature.**

For City of Tulsa Special Event Coordinating Committee Use Only

Date received: 01.10.2017 Date routed: 02.28.2017 Date for review: 03.22.2017

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 03.14.2017. If any problems are resolved or not resolved by that time, a copy of this application and brief memo stating the solution or reason for the objection should be submitted to: Special Event Coordinating Committee, 175 East 2nd Street, Ste 590 OK 74103. For further information or discussion, contact the City of Tulsa Office of Special Events at 918.576.5636. Fax 918.699.3602.

Special Event Coordinating Committee Recommendation: Pending Yes No : _____

Date routed to Mayor: _____ Mayor's Recommendation: Yes No : _____

Date routed to Council: _____ City Council Approval: Yes No : _____

Comments: Outstanding invoices paid 02.01.2017. Map revised 02.16.2017.

412

Crosstown Expy

2515 East 1st Street
3 min walk - home

San Miguel School of Tulsa

Kendall-Whittier Library



ACE Cash Express

Warehouse Market

Dollar General
Market Phase I LP

Google

Live

Passion of the Lord

Good Friday

April 14, 2017

11:30a.m-3:00pm

1st Street, Columbia Ave,

Birmingham Ave and 2nd Street will be used

Then a Silent Procession

8:00p.m.-10:00p.m.

1st Street, Atlanta Ave Birmingham Ave,
surrounding the church will be used.



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