



BPAG 04/01/2011

City of Tulsa Special Event Permit Application

Summary of Event

Event Title: Procession and Carnival Date of Event: 05-28-2017
 Event Location: Sts. Peter & Paul Church 1419 N 67th E Ave Council District: 3 and 4
 Event Description: Procession and Carnival (Submit Flyer or Brochure in Electronic Format)
 Event Sponsors: N/A
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 800 Per Day: 800

Event Organizer Information

Organizing Agency: Sts. Peter and Paul Church Web Address: NA
 Agency Contact: Rev. Timothy Davison Email Address: fr.tim.davison@gmail.com
 On-Site Contact: Rev. Timothy Davison On-Site Phone: 918-637-1774
 Billing Contact: Rev. Timothy Davison Billing Phone: 918-836-2596
 Billing Address: 1419 N 67th E Ave Tulsa OK 74115
Street City State Zip
 Agency Status: Profit Non-Profit Fundraiser? / What cause: Church

Site Plan and Route Map

Event Set-up: Date: 05-28-2017 Day of Week: Sunday Time: 7 a.m.
 Street Closing for Set-up, Stages, Tents, etc.: Date: 05-28-2017 Time: 7:45 a.m.
 Street(s) to be Closed: Procession will use the same route as in previous years from St. Francis Xavier C to Sts. Peter & Paul Church-see attached map (Submit a Site Map in CAD/Electronic Format)
 Event Opens: Date: 05-28-2017 Day of Week: Sunday Time: 8:00 AM
 Street Closing for Race, Parade, Festival, etc.: Date: 05-28-2017 Time: 8:00 AM
 Street(s) to be Closed: See attached map from procession of previous years
 (Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: Procession 8:00 AM - 11:30 PM

Daily Festival or Street Party Times: Carnival at Sts. Peter & Paul Noon - 10:00 PM

Road Race Service Co. and Phone: N/A

Event Closes: Date: 05-28-2017 Day of Week: Sunday Time: 10:00 PM
 Street Opening: Date: 05-28-2017 Day of Week: Sunday Time: 11:30 AM
 Event Dismantle: Date: 05-28-2017 Day of Week: Sunday Time: 10:30 PM
 Street Opening: Date: 05-28-2017 Day of Week: Sunday Time: 11:30 AM

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: _____

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 escort for the procession

If yes, please describe or provide an attachment of your plan: Knights of Columbus will provide security for the Carnival

Yes No Medical First Aid On-Site? Agency and Phone: Volunteers with First Aid experience

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: _____

4 Church parking lots and Stowe's on Pine has given us permission to use their lot

Yes No Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: _____

Each lot has marked spaces

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): _____

Yes No Sound Amplification? Setup Time: _____ Start Time: _____ Finish Time: _____

Yes No Certificate of Insurance? Agency and Phone: Arthur Gallagher 918-764-1644

If yes, submit certificate. If no, please explain: _____

Yes No Portable Rest Rooms? Agency and Phone: Porta John of Tulsa 918-584-1433

Number of Portable Rest Rooms: 4 Number of Disability Accessible Portable Rest Rooms: 4

Equipment Setup: Date: 05-26-2017 Time: 3:00 PM Equipment Pickup: Date: 05-30-2017 Time: 10:00 AM

Mitigation of Impact

Please describe your plan for cleanup and removal of waste and garbage during and after your event: Volunteers will be cleaning up during the procession and after the Carnival

Number of Trash Receptacles: 4 Number of Dumpsters: 2 Number of Recycling Containers: 0

Yes No Using a Sanitation Service? Agency and Phone: American Waste Control 918-446-0023

Equipment Setup: Date: 05-26-2017 Time: 3:00 PM Equipment Pickup: Date: 05-30-2017 Time: 10:00 AM

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: _____

Yes No Other Information? Procession 8:00 AM to 11:30 AM will not use any city parks. Procession will include horses with volunteers to clean up after them.

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: Rev. Timothy Davison Signature: Rev. Timothy Davison Date: 02-13-2017

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: 04.24.2017 Date routed: 05.11.2017 Date for review: 05.24.2017

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 05.23.2017. 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: Map revised 05.11.2017



Procession from St Francis Xavier Church to St Peter and Paul

Church at 8 a.m.

-  **Start/Staging Area**
Road closed 7:45 to :8:15 a.m.
-  **Procession Route**
TPD escort 8 to 11 a.m.
-  **Disbanding/Carnival Area**
WIN Special Events

