



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### ***Summary of Event***

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Name of Event: Our Lady of Guadalupe

Date(s) of Event: December 9, 2018

Location Address: 2515 E 1ST ST S

Council District(s): 4

Event Description: Parade around the block

**Event Category:** Parade

**Event Includes:** Amplified Sound, Public Right of Way, Private Property, Street Closure

Anticipated Attendance: Total: 300

Per Day: 300

Anticipated Participants: Total: 300

Per Day: 350

Number of Events for Monthly Event: No

### ***Host Organization, Applicant and Professional Event Organizer Information***

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Host Organization: St. Francis Xavier Church

Website: NA

Chief Officer of Host Organization: David Medina

Email and Phone: st.francixavier.church.@hotmail.com 918-592-6770

Applicant Name: Melissa Hyde

Email and Phone: st.francixavier.church@hotmail.com 918-592-6770

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Melissa Hyde

Mobile: 918-938-8963

Billing Contact: St. Francis Xavier Church

Phone: 918-592-6770

Billing Address: 2434 East Admiral Boulevard  
Tulsa OK 74110

### ***Event Timeline and Lane/Street Closure Information***

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<b>Event Setup:</b>	Date: <u>12/09/2018</u>	Time: <u>2:00 pm</u>
Street Closure for Event Setup:	Date: <u>12/09/2018</u>	Time: <u>2:45pm</u>
Street(s) to be Closed for Event Setup:	See Map	
 <b>Event Start:</b>	Date: <u>12/09/2018</u>	Time: <u>3:00pm</u>
Street Closure for Event Start:	Date: <u>12/09/2018</u>	Time: <u>3:00pm</u>
Street(s) to be Closed for Event Start:	<u>6th St to 1st St S Atlanta Ave and 6th St to 1st St S Delaware Ave. Starting at 2515 E 1st St and going S Delaware Ave to 6th St to S Atlanta Ave back to 1st St at 2515 E 1st St.</u>	
Run, Walk, Parade Start Time:	<u>3:00pm</u>	
Daily Event Hours:	<u>NA</u>	
 <b>Event End:</b>	Date: <u>12/09/2018</u>	Time: <u>5:00pm</u>
Street Reopens after Event End:	Date: <u>12/09/2018</u>	Time: <u>5:00pm</u>
 <b>Event Teardown:</b>	Date: <u>12/09/2018</u>	Time: <u>5:00pm</u>
Street Reopens after Event Teardown:	Date: <u>12/09/2018</u>	Time: <u>5:00pm</u>

### ***Secondary Permits Required***

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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:
Number of Tents/Canopies:	<u>0</u>	Provider and Phone:
Number of Inflatables:	<u>0</u>	Provider and Phone:
Number of Amusement Rides:	<u>0</u>	Provider and Phone:
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>	
Provider and Phone:	<u>NA,</u>	

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

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Security and/or Police: Contact, Email and Phone: TPD Special Events Unit  
cwitt@cityoftulsa.org  
(918) 586-6054

Medical and/or First Aid Services: Contact, Email and Phone: NA

Traffic Control Barricade Company: Contact, Email and Phone: NA

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

Crowd Management Fencing Company: Contact, Email and Phone: NA

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

Parking Type: Street, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): St. Francis Xavier Church

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:      Provider and Phone: NA

Total Number of Portable Toilets: 0                      Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date:                      Time:

Equipment Pickup: Date:                      Time:

Other information: NA

## **Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 3:00pm

Finish Time: 5:00pm

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

Speakers

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Describe hot air balloons, fire lanterns or similar devices used at event:

NA

Describe the use of any signs, banners, decorations, or special lighting used at event:

NA

## **Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Groups will pick up after event

Number of Trash Receptacles: 10

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents, Schools, Places of Worship

## **Avidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 11.16.2018      Date routed: 11.26.2018      Date for review: 12.05.2018

Special Events Committee Recommendation: 11.29.2018\*      ☒ Yes ☐ No

Date routed to Mayor: 11.29.2018      Mayor's Recommendation: 12.03.2018

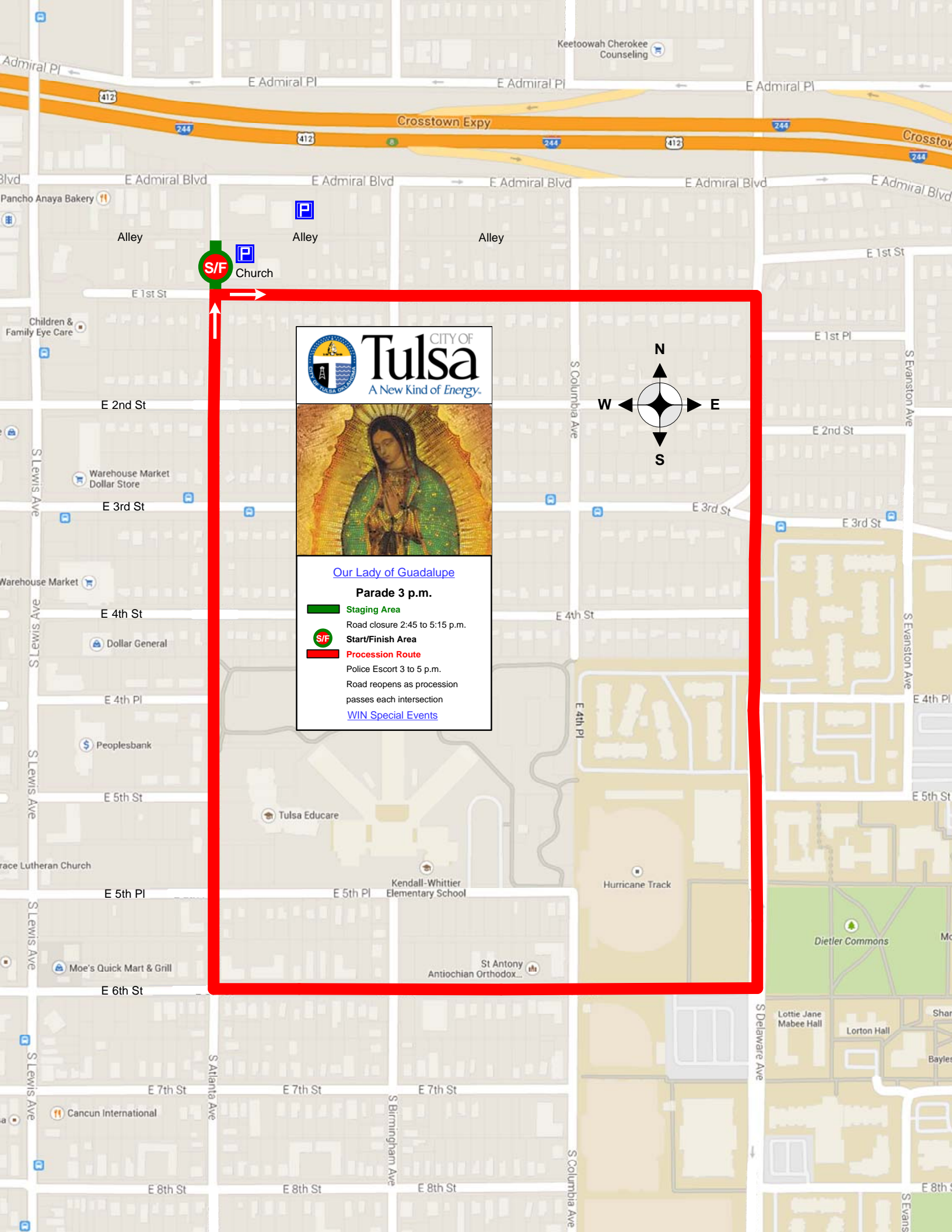
☒ Yes ☐ No


Date routed to Council: 11.29.2018      City Council Approval: 12.05.2018


☒ Yes ☐ No

Date Permit Issued: \_\_\_\_\_      Comments: Form revised and map attached 11.26.2018.

\*Email Review.





 **CITY OF Tulsa**  
A New Kind of Energy.




[Our Lady of Guadalupe](#)

**Parade 3 p.m.**

 **Staging Area**  
Road closure 2:45 to 5:15 p.m.

 **Start/Finish Area**

 **Procession Route**  
Police Escort 3 to 5 p.m.  
Road reopens as procession passes each intersection  
[WIN Special Events](#)