



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: St. Toribio Kermes Date(s) of Event: May 26, 2019

Location Address: 1419 N 67TH AVE E Council District(s): 3, 4

Event Description: Religious Event Procession and Carnival

Event Category: Carnival

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

Anticipated Attendance: Total: 800 Per Day: 800

Anticipated Participants: Total: 800 Per Day: 800

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Sts. Peter and Paul Website: NA

Chief Officer of Host Organization: Fr. Micheal J. Knipe

Email and Phone: frmikeknipe@gmail.com 918-836-2596

Applicant Name: Alejandra Olmos-Garcia

Email and Phone: alejandra.olmosgarcia@yahoo.com 918-836-2596

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Fr. Micheal J. Knipe Mobile: 918-836-2596

Billing Contact: Sts. Peter and Paul Catholic Church and School Phone: 918-836-2596

Billing Address: 1419 North 67th East Avenue
Tulsa OK 74115

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/26/2019 Time: 8:00 a.m.
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Assemble in parking lot

Event Start: Date: 05/26/2019 Time: 8:00 a.m.
Street Closure for Event Start: Date: 05/26/2019 Time: 7:45 a.m.
Street(s) to be Closed for Event Start: See Attached Map
Run, Walk, Parade Start Time: Procession 8:00 a.m.
Daily Event Hours: In conjunction with a carnival 12:30 p.m. to 11:30 p.m.

Event End: Date: 05/26/2019 Time: 11:30 a.m.
Street Reopens after Event End: Date: 05/26/2019 Time: 11:30 a.m.

Event Teardown: Date: 05/26/2019 Time: 11:30 a.m.
Street Reopens after Event Teardown: Date: 05/26/2019 Time: NA

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

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

Security and/or Police: Contact, Email and Phone: TPD Special Events Unit 918-586-6054 for escort

Medical and/or First Aid Services: Contact, Email and Phone: Volunteers with First Aid Experience, TPD will have radio contact with EMSA

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: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): None

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: Porta John 918-836-8657

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 4

Equipment Setup: Date: 04/28/2019 Time: Morning

Equipment Pickup: Date: 05/28/2019 Time: Morning

Other information: Carnival and Fireworks after the Procession

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 8:00 a.m.

Finish Time: 11:30 a.m.

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

PA

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

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Volunteers will clean up during the Procession and carnival and after carnival

Number of Trash Receptacles: 4

Number of Dumpsters: 2

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: American Waste Control 918-446-0023

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Neighborhood Association

Avidavit 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: 04/08/2019 Date routed: 05/16/2019 Date for review: 05/22/2019

Special Events Committee Recommendation: 05/01/2019 Yes No

Date routed to Mayor: 05/17/2019 Mayor's Recommendation: 05/20/2019 Yes No





Date routed to Council: 05/17/2019 City Council Approval: 05/22/2019 Yes No

Date Permit Issued: _____ Comments: Form and map revised 05/16/2019. Fees still outstanding as of 05/16/2019.



Procession from St Francis Xavier Church to St Peter and Paul

Church at 8 a.m.

-  Start/Staging Area
-  Church Parking Lot.
-  Procession Route
-  Disbanding/Carnival Area
- [WIN Special Events](#)

