



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Fundraising Festival Date(s) of Event: October 19, 2019
Location Address: 2515 E 1ST ST S Council District(s): 4
Event Description: Fundraising Festival
Event Category: Festival/Celebration
Event Includes: Amplified Sound, Tent/Canopy, Live Entertainment, Food Sales, Private Property
Anticipated Attendance: Total: 1500 Per Day: 1500
Anticipated Participants: Total: 1500 Per Day: 1500
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: St. Francis Xavier Church Website: NA
Chief Officer of Host Organization: David Medina
Email and Phone: 918-549-8000
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: Juan Angel Grajeda Mobile: 918-230-2752
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

Event Setup: Date: 10/19/2019 Time: 9:00am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 10/19/2019 Time: 3:00pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA
Run, Walk, Parade Start Time: NA
Daily Event Hours: 3:00pm to Midnight

Event End: Date: 10/19/2019 Time: Midnight
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 10/20/2019 Time: 1:00pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 6
Number of Food Trucks: 0
Food Cooked on-site: Yes Fuel(s) to be used: Gas
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: TBD Provider and Phone: TBD
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: NA

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: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): St. Francis Xavier Church

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: AYS RENTALS
P. O. BOX 1676
Owasso Ok.74055
(918) 272-0568

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: 10/18/2019 Time: 12:00 p. m.

Equipment Pickup: Date: 10/21/2019 Time: 1:00 p. m.

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 2

Performer/Band name and music type: Fito Olivares
Banda Mexicana

Sound Amplification: Yes

Start Time: 3:00om

Finish Time: 12:00pm

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

Standard Band Equipment

Sound checks conducted prior to the event: Yes

Start Time: 10:00am

Finish Time: 11:00am

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: On site Personal will do the clean up, we will use our own dumpsters

Number of Trash Receptacles: 8

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

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: 09/12/2019 Date routed: 10/15/2019 Date for review: Email/Website

Special Events Committee Recommendation: _____

Yes No

Date routed to Mayor: _____

Mayor's Recommendation: _____

Yes No

Date routed to Council: _____

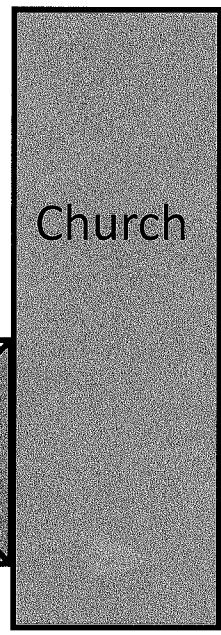
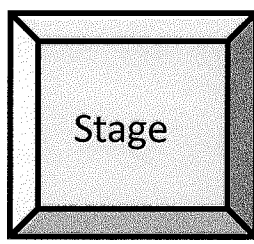
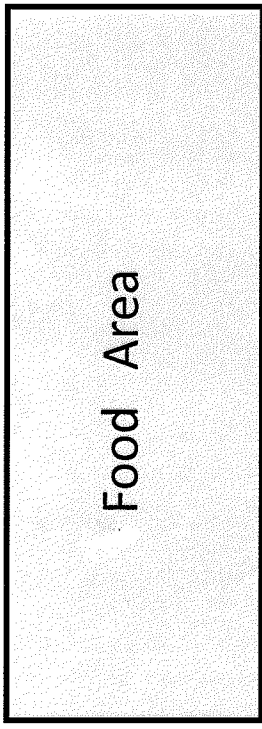
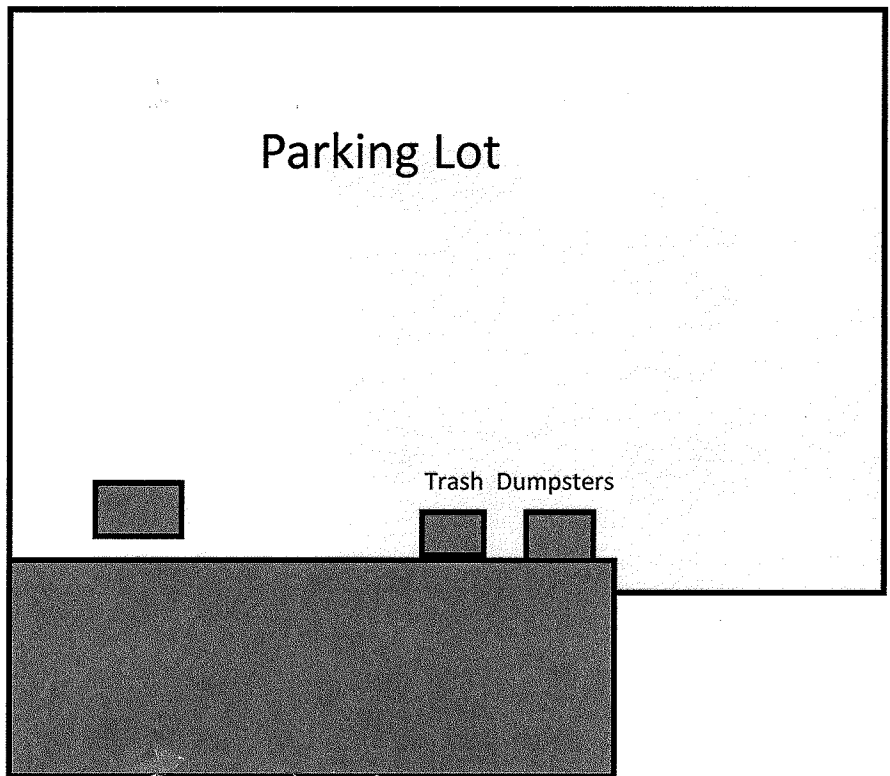
City Council Approval: _____

Yes No

Date Permit Issued: _____

Comments: Form revised 10/15/2019

Admiral Blvd.



Atlanta Av.

E 1st St.