



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Day of the Dead Festival Date(s) of Event: 11/1/20
Location Address: 307 E RECONCILIATION WAY N Council District(s): 4
Event Description: Living Arts of Tulsa, in partnership with Guthrie Green, is hosting Tulsa's annual Day of the Dead Festival. Día de Los Muertos (Day of the Dead) is a celebration of the Hispanic heritage honoring loved ones who have passed away. Activities will include live music, merchant vendors, face painting, dancing, mariachi and salsa bands, food, and drink. The festival will celebrate Día de Los Muertos tradition with a display of altars to honor those who have passed. The altars will be up through November 22, 2019 at Living Arts of Tulsa.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Beer/Alcohol Sales, Live Entertainment, Private Property

Anticipated Attendance: Total: 1800 Per Day: 1800

Anticipated Participants: Total: 1800 Per Day: 1800

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Living Arts of Tulsa Inc Website: http://www.livingarts.org/2018/10/30/day-of-the-dead/
Chief Officer of Host Organization: Jason & Heather Duncan
Email and Phone: 918-808-4735
Applicant Name: Christopher Henson
Email and Phone: events@livingarts.org 918-585-1234
Professional Event Organizer: NA
Email and Phone:
On-site Contact: Christopher Henson Mobile: 918-404-9577
Billing Contact: Christopher Henson Phone: 918-585-1234
Billing Address: 307 E Reconciliation Way
Tulsa OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/01/2019 Time: 8am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 11/01/2019 Time: 5pm
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: 5 to 11pm

Event End: Date: 11/01/2019 Time: 11pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 11/01/2019 Time: 10:45pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: High point beer sales, Alcohol Sales
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used: Electric
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: Robert Bell, Boutique Logistics 9187245271
bellsamusementpark@gmail.com

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: TBD

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

Parking Type: Street, Parking not available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Guthrie Green

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: At Your Service 918-272-0568

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 11/01/2019 Time: 10am

Equipment Pickup: Date: 11/01/2019 Time: Midnight

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 2

Performer/Band name and music type: Dj Hispanic music.

Sound Amplification: Yes

Start Time: 5pm

Finish Time: 11pm

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: We will have a crew on site cleaning during event. trash is scheduled for pick up Saturday morning.

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: Jan-Pro 918-599-8001

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Businesses, Other entities

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: 10/17/2019 Date routed: 10/29/2019 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 10/29/2019.

FENCING (PERMANENT)

N. DETROIT AVE.



E. RECONCILIATION WAY