



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Our Lady Of Guadalupe Procession Date(s) of Event: 12/08/2019
Location Address: 2515 E 1ST ST S Council District(s): 4
Event Description: Procession of our Lady of Guadalupe that is going to include few vehicles, about 600 people, including horses and we are going to need police escort..

Event Category: Procession/March

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

Anticipated Attendance: Total: 600 Per Day: 600

Anticipated Participants: Total: 600 Per Day: 600

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: 918-592-6770
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: Beatriz Saldivar Mobile: 918-378-8319
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: 12/08/2019 Time: 2:00 p.m.
Street Closure for Event Setup: Date: 12/08/2019 Time: 2:00 p.m.
Street(s) to be Closed for Event Setup: NA - Parking Lot

Event Start: Date: 12/08/2019 Time: 3:00 p.m.
Street Closure for Event Start: Date: 12/08/2019 Time: 3:00 p.m.
Street(s) to be Closed for Event Start: Starting at 2515 East 1st St. East to Delaware Ave, going South on Delaware and turning West on 6th St. to Atlanta going North back to the starting point to the front of church 1st St. and Atlanta Ave.

Run, Walk, Parade Start Time: 3:00 p.m.

Daily Event Hours: 2 to 5 p.m.

Event End: Date: 12/08/2019 Time: 5:00 p.m.

Street Reopens after Event End: Date: 12/08/2019 Time: 5:00 p.m.

Event Teardown: Date: 12/08/2019 Time: 5:00 p.m.

Street Reopens after Event Teardown: Date: 12/08/2019 Time: 5:00 p.m.

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

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: NA

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

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other information: It is a church procession that will last two hrs.

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: 3:00 p.m.

Finish Time: 5:00 p.m.

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

Small Speaker and microphone

Sound checks conducted prior to the event: Yes

Start Time: 2:30

Finish Time: 3:00

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: Church Personal will take care of cleaning the Streets after procession and horses.

Number of Trash Receptacles: 6

Number of Dumpsters: 2

Number of Recycling Containers: 2

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents, Places of Worship

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: 10/30/2019 Date routed: 11/24/2019 Date for review: 12/04/2019

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 11/24/2019

