



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Day of the Dead Arts Festival Date(s) of Event: 11-1-2020
Location Address: 307 E RECONCILIATION WAY N Council District(s): 4
Event Description: 2020 Festival will be held in a hybrid format this year to encourage safety and reach. We will be using the parking lot for open air activities including food trucks, merchants and live music. Guests will have very limited access to the indoor space with advance timed tickets. We are also extending the hours of the event to 10 AM to 11:30 PM.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Generator/Electricity, Beer/Alcohol Sales, Live Entertainment, Food Sales, Merchandise Sales, No Parking Signage, Private Property

Anticipated Attendance: Total: 500 Per Day: 500

Anticipated Participants: Total: 500 Per Day: 500

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Living Arts of Tulsa Website: www.livingarts.org/2018/10/30/day-of-the-dead/
Chief Officer of Host Organization: Heather Duncan

Email and Phone: director@livingarts.org 918-585-1234

Applicant Name: Christopher Henson

Email and Phone: events@livingarts.org 918-585-1234

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Jessica Dewey Mobile: 469-559-0898

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: 10/30/2020 Time: 10am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA

Event Start: Date: 11/01/2020 Time: 10am
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: 10am- 11:30pm

Event End: Date: 11/01/2020 Time: 11:30pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 11/01/2020 Time: 11:30pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Wine Sales, High point beer sales, Alcohol Sales
Number of Food Vendors: 3
Number of Food Trucks: 10
Food Cooked on-site: Yes Fuel(s) to be used: Charcoal, Electric, Gas
Number of Item Vendors: 20 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 on and off duty - TBD

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, ADA parking available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): TBA

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: 6 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 10/31/2020 Time: Noon

Equipment Pickup: Date: 11/02/2020 Time: Noon

Other information: Day of the Dead Festival, revamped with considerations for COVID safety. We will be using the outdoor parking lot area behind our building and Flintco for open air activities including music, food and merchants. Indoor space will be restricted using advance timed tickets with limited access.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 5

Performer/Band name and music type: Live band, DJ, Hispanic music

Sound Amplification: Yes

Start Time: 1:00pm

Finish Time: 11:20pm

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

Outdoor sound 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:

We will have signage for entry and exit, drink stations and 6ft for social distancing

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 clean up team during the entire event. There will also be a clean up team at the end of the event. We will also set up extra pick up for dumpsters on site.

Number of Trash Receptacles: 16

Number of Dumpsters: 1

Number of Recycling Containers: 2

Cleanup Service Provider and Phone, if applicable: JAN Pro

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: No Road Closure

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: 09/24/2020 Date routed: 10/13/2020 Date for review: 10/28/2020

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 10/13/2020.