



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Los Festivales y Mercados: Día de la Independenci Date(s) of Event: Sept. 17, 2022

Location Address: 1 S LEWIS AVE E Council District(s): 4

Event Description: Celebrating Mexican culture through a series of festivals, cultural celebrations and the ever-popular Mercado.

Event Category: Miscellaneous

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

Anticipated Attendance: Total: 300 Per Day: 300

Anticipated Participants: Total: 0 Per Day: 0

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Kendall Whittier Main Street Website: http://visitkendallwhittier.com/

Chief Officer of Host Organization: Jessica Jackson

Email and Phone: jessica@visitkendallwhittier.com 918-633-1934

Applicant Name: Kendall Whittier Main Street - Jessica Jackson

Email and Phone: jessica@visitkendallwhittier.com 918-633-1934

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Jessica Jackson Mobile: 918-633-1934

Billing Contact: Kendall Whittier Main Street Phone: 918-633-1934

Billing Address: 2205 Admiral Blvd.
Tulsa OK 74110

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/17/2022 Time: 11am

Street Closure for Event Setup: Date: Time:

Street(s) to be Closed for Event Setup: NA - Parking Lot

Event Start: Date: 09/17/2022 Time: 1pm

Street Closure for Event Start: Date: Time:

Street(s) to be Closed for Event Start: NA - Parking Lot

Run, Walk, Parade Start Time: NA

Daily Event Hours: 1 to 8pm

Event End: Date: 09/17/2022 Time: 8pm

Street Reopens after Event End: Date: Time:

Event Teardown: Date: 09/17/2022 Time: 8pm

Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: High point beer sales

Number of Food Vendors: 3

Number of Food Trucks: 3

Food Cooked on-site: No Fuel(s) to be used:

Number of Item Vendors: 15 Number of Service Vendors: 0

Number of Tents/Canopies: 15-10x10 tents Provider and Phone: Vendor owned

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: Tim O'Keefe (retired police)
(918) 697-8348

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, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Fowler Automotive and the Lawyers of Kendall Whittier

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: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 09/17/2022 Time: 11am

Equipment Pickup: Date: 09/19/2022 Time: 8am

Other information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Cumbia

Sound Amplification: Yes

Start Time: 1pm

Finish Time: 8pm

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

Full PA system

Sound checks conducted prior to the event: Yes

Start Time: 6pm

Finish Time: 8pm

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:

Stage lights

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Staff and volunteers will clean as needed.

Number of Trash Receptacles: 2

Number of Dumpsters: 0

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 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: 08/17/2022 Date routed: 09/13/2022 Date for review: 09/16/2022

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: COI expired. Form revised 09/13/2022.

KENDALL WHITTIER
CELEBRACIÓN CULTURAL
 Los Festivales y Mercados

September 17, 2022
 1:00pm - 6:00pm
 Up to 20 booths,
 3 food trucks
 and 2 6ft tables



ADMIRAL BLVD

LEWIS AVE

