



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Fundraising FestivalDate(s) of Event: October 15, 2022.Location Address: 2515 E 1ST ST SCouncil District(s): 4Event Description: Fundraising Festival**Event Category:** Festival/Celebration**Event Includes:** Tent/Canopy, Food Sales, Private PropertyAnticipated Attendance: Total: 500Per Day: 500Anticipated Participants: Total: 500Per Day: 500

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: St. Francis Xavier Church Website: NAChief Officer of Host Organization: David MedinaEmail and Phone: st.francixavier.church@hotmail.com 918-592-6770Applicant Name: St. Francis Xavier Church - Melissa HydeEmail and Phone: st.francixavier.church@hotmail.com 918-592-6770

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Beatriz Saldivar Mobile: 918-378-8319Billing Contact: St. Francis Xavier Church Phone: 918-592-6770Billing Address: 2434 East Admiral Boulevard
Tulsa OK 74110

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/14/2022 Time: 10:00 am.
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot

Event Start: Date: 10/15/2022 Time: 4:00 pm.
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: 4 to 11 pm.

Event End: Date: 10/15/2022 Time: 11:00 pm.
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 10/16/2022 Time: 12:00 pm.
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
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: 4 6x10 Provider and Phone: Church tents
Number of Inflatables: 2 Provider and Phone: JEL Brincas (918) 378-6267,
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: ADA parking not available, 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: Aimright Temporary Services (918) 936-4950

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

Equipment Setup: Date: 10/14/2022 Time: 10:00 am.

Equipment Pickup: Date: 10/17/2022 Time: 12:00 pm.

Other information: ADA Accessible Portable Toilets inside the church building

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 2

Performer/Band name and music type: Live music
Band/ Teco

Sound Amplification: Yes Start Time: 4:00 pm. Finish Time: 11:00 pm.

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

Live music several large speakers and DJ.

Sound checks conducted prior to the event: Yes Start Time: 12:00 pm Finish Time: 3:00 pm.

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.

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:

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 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: 09/09/2022 Date routed: 10/10/2022 Date for review: 10/12/2022

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: Application (incomplete) revised 10/08/2022.

Form revised 10/09/2022.

