



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Hispanic/Latinx Heritage Month Festival

Date(s) of Event: October 15, 2022

Location Address: 2160 S GARNETT RD E

Council District(s): 6

Event Description: This event will highlight Hispanic/Latinx culture in Tulsa. Overall, it is a cultural celebration with food, dancing, and activities. It will have resource tables, activities, and business vendors. There will be a stage with performances. There will also be food trucks. With this event, we will shine a light on the Hispanic/Latinx culture in Tulsa through food, dancing, and music. The event will be held at Plaza Santa Cecilia. This event is being planned by the Global District and committee members. The goal is to have 1,000 people in attendance at the event. This is the first Hispanic Heritage Month festival that has been held in East Tulsa.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Tent/Canopy, Live Entertainment, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 1000

Per Day: 1000

Anticipated Participants: Total: 1000

Per Day: 1000

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: East Tulsa Main Street

Website: NA

Chief Officer of Host Organization: Luisa Krug

Email and Phone: director@tulsaglobal.org 828-467-8017

Applicant Name: East Tulsa Main Street

Email and Phone: easttulsamainstreet@gmail.com 828-467-8017

Professional Event Organizer: Same

Email and Phone:

On-site Contact: Luisa Krug

Mobile: 828-467-8017

Billing Contact: East Tulsa Main Street

Phone: 828-467-8017

Billing Address: 4555 E 39TH ST S Tulsa
Tulsa OK 74135

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/14/2022 Time: 3:00pm
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: 11:00 am
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: 11 am - 4 pm

Event End: Date: 10/15/2022 Time: 4:00 pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 10/15/2022 Time: 4:00 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: Electric
Number of Item Vendors: 5 Number of Service Vendors: 0
Number of Tents/Canopies: (12) 10x10 Provider and Phone: ABCO Party Rentals (918) 583-6557
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: Have communicated with Mingo Valley Division to have officers at event

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 available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Tulsa Global District

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: We are not using portable toilets because there are toilets inside Plaza Santa Cecilia.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 7

Performer/Band name and music type: DJ Klave, AfroLatinx fusion group, Baile Folklorico Tierra Meztiza, Baile Folklorico Sol Azteca, Ritmo 918, Peruvian folk dance, THA ballet folklorico

Sound Amplification: Yes

Start Time: 11:00 am

Finish Time: 4:00 pm

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

We are renting the Tulsa Parks mobile theater, so it is the sound system that comes with the stage. All music will be computer/ipad - no live music.

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: Volunteers and staff will conduct all clean-up. There are dumpsters on site and we will bring trash cans. Trashes will be removed throughout the event. All vendors are responsible for removing their trash.

Number of Trash Receptacles: 7

Number of Dumpsters: 2

Number of Recycling Containers: 3

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Residents, Businesses

Affidavit 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: 09/01/2022 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 10/04/2022.



