



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Dia de los Muertos Art Festival

Date(s) of Event: 11/4/2022

Location Address: 111 E RECONCILIATION WAY N

Council District(s): 4

Event Description: Living Arts of Tulsa, in partnership with Casa de la Cultura and Guthrie Green hosts Tulsa's annual Día de los Muertos Arts Festival on November 4th. Día de Los Muertos (Day of the Dead is a celebration of the Latinx heritage honoring loved ones who have passed away. The festival will be held in-person and will also have virtual elements available for the public. They will be amplified sound, food trucks and vendors. Will be positioned along Reconciliation Way between Detroit Avenue and Boston Avenue.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Private Park, Public Right of Way, Live Entertainment, Food Sales, Merchandise Sales, Private Property

Anticipated Attendance: Total: 3500

Per Day: 3500

Anticipated Participants: Total: 3500

Per Day: 3500

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Living Arts of Tulsa

Website: https://livingarts.org

Chief Officer of Host Organization: Leslie Ranan Gangel

Email and Phone: 918-813-2349

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: 11/04/2022 Time: 8:00AM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot

Event Start: Date: 11/04/2022 Time: 4:00PM
Street Closure for Event Start: Date: 11/04/2022 Time: 4:00PM
Street(s) to be Closed for Event Start: NA - Parking Lot
Run, Walk, Parade Start Time: NA
Daily Event Hours: 4-11PM

Event End: Date: 11/04/2022 Time: 11:00PM
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 11/04/2022 Time: 11:00PM
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: 1
Number of Food Trucks: 10
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 25 Number of Service Vendors: 0
Number of Tents/Canopies: (25) 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: 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: Parking Garage, Street, ADA parking available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Tito's homemade vodka, Southwood's nursery, GitWit, Hispanic American foundation, Oklahoma arts Council, national endowment for the arts

Name of Park and Location, if applicable: Guthrie Green, 111 E Reconciliation Way

Drone: No

Portable Toilets: Provider and Phone: At Your Service (918) 272-0568

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

Equipment Setup: Date: 11/04/2022 Time: 8:00AM

Equipment Pickup: Date: 11/04/2022 Time: 10:00pm

Other information: Day of the Dead Festival - Celebrating holiday at both Guthrie Green and Living Arts

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 10-15

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

Sound Amplification: Yes

Start Time: 4:30PM

Finish Time: 9:45PM

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

PA system with monitors and subwoofers

Sound checks conducted prior to the event: Yes

Start Time: 4:00PM

Finish Time: 4:30PM

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: They will be at home going to pick up of trash during the event from 4 PM to 10 PM. At 10 PM to 11 PM all trash will be removed from the building and premises outside stays in table with broken down and sight will be clear

Number of Trash Receptacles: 15

Number of Dumpsters: 2

Number of Recycling Containers: 4

Cleanup Service Provider and Phone, if applicable: Elida House Keeping Inc. phone number NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: No street 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 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: 10/11/2022 Date routed: 10/24/2022 Date for review: 11/02/2022

Special Events Committee Recommendation: _____ Yes No

Date routed to Mayor: _____ Mayor's Recommendation: _____ Yes No

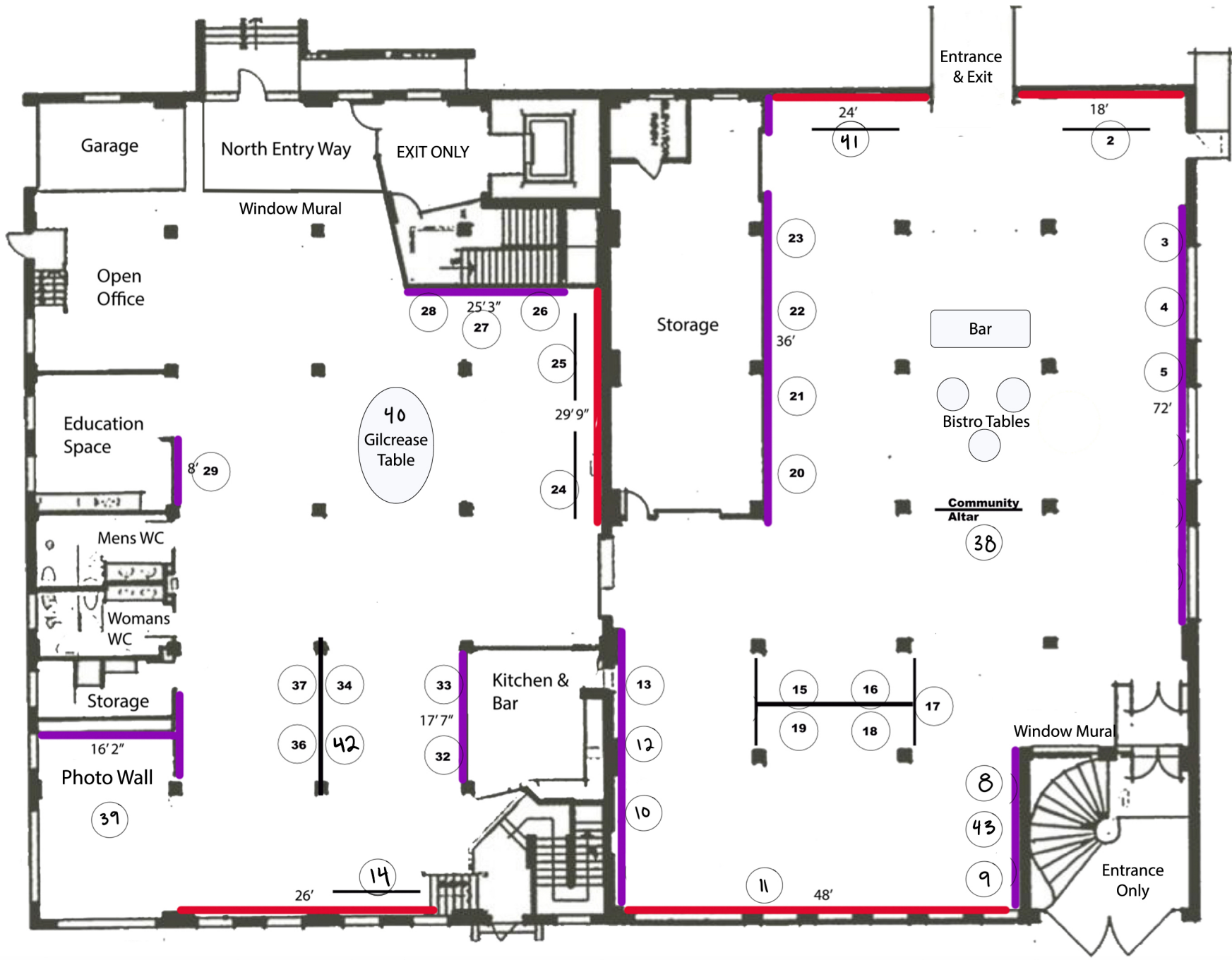
Date routed to Council: _____ City Council Approval: _____ Yes No

Date Permit Issued: _____ Comments: Form revised 10/23/2022.

Living Arts of Tulsa Gallery Floor Plan

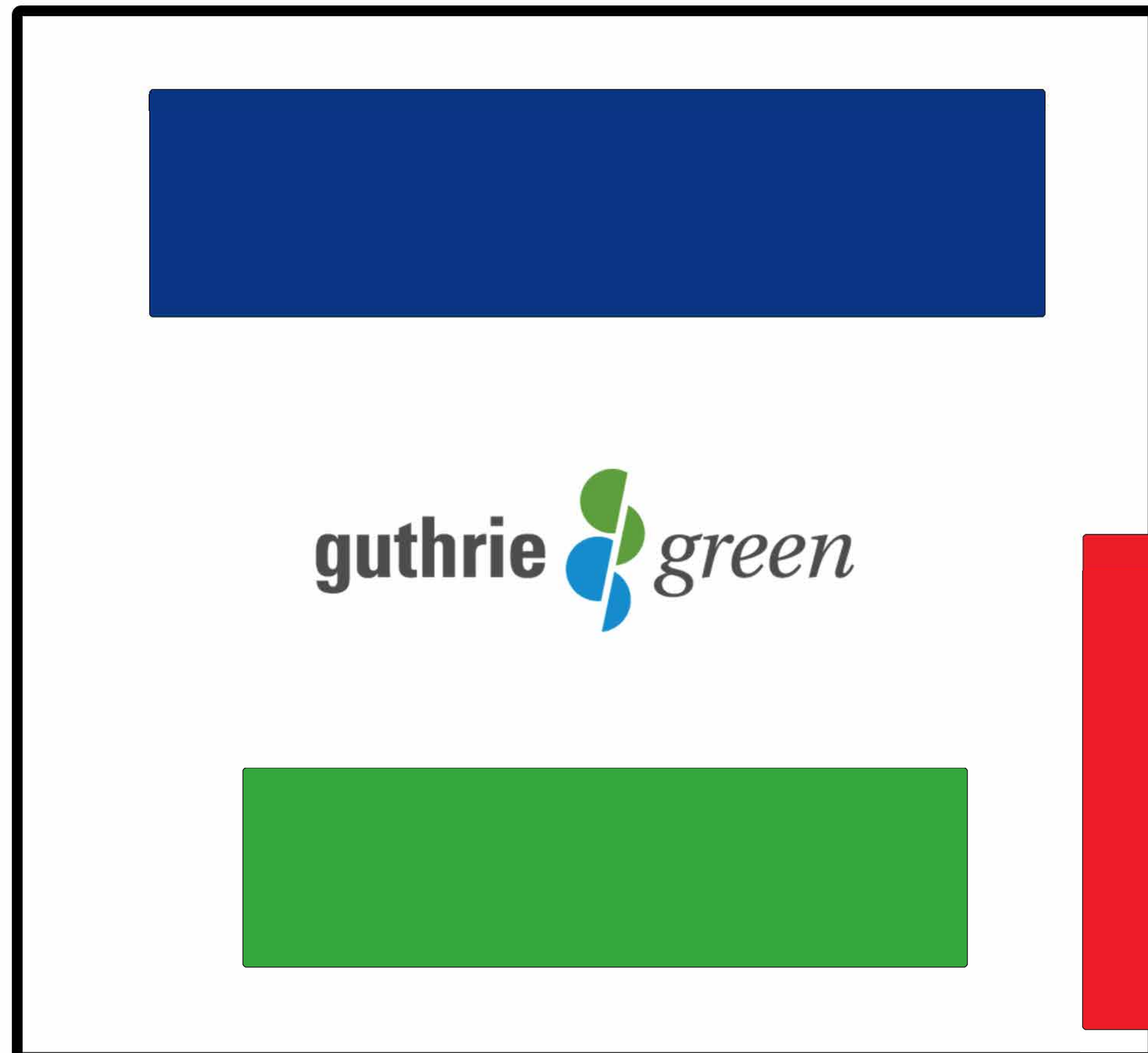
*Please Note: we have 5 square movable walls (8 feet), 2 rectangular movable walls (12 feet), 5 prisim walls, 7 acrylic podiums, and 25 white podiums that can be used for exhibitions

- Brick Wall
- Drywall



**2022 FESTIVAL
NOVEMBER 4, 2022
5:00-11:00 PM**

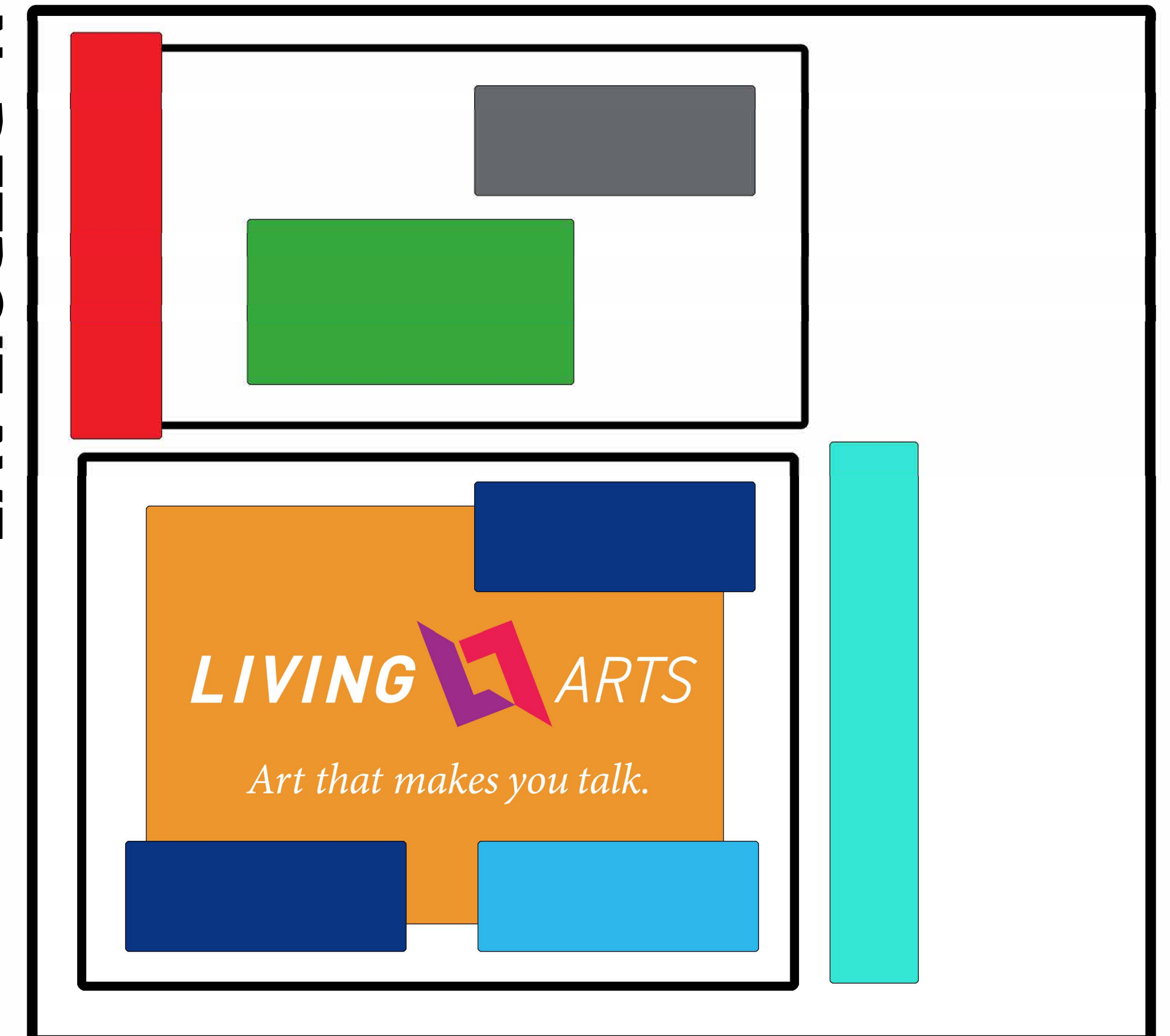
N. BOSTON AVE.



MLK JR. BLVD.



N. DETROIT AVE.



N. ELGIN AVE.

E. RECONCILIATION WAY

- WHAT IS AT LIVING ARTS**
- STAGE
 - ART KITS
 - BATHROOMS
 - FOOD TRUCKS
 - BAR
 - ALTARS
 - MURALS

WHAT IS AT GUTHRIE GREEN

- STAGE
- FOOD TRUCKS
- BAR
- VENDORS

FENCING (PERMANENT)

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

12'

8'

STAGE

OUTDOOR BATHROOMS

Elgin Ave.

N. DETROIT AVE.

EXIT
Emergency Exit

EXIT
Wristband Checkpoint

EXIT

ALTARS

ALTARS

ALTARS

MURALS



BATHROOM

BATHROOM

BAR

EXIT
Gallery Ticket Entrance

EXIT

E. RECONCILIATION WAY

COVID Check-In Table

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