



# City of Tulsa SPECIAL EVENT PERMIT APPLICATION

## Summary of Event

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Name of Event: Good Friday Procession

Date(s) of Event: April 07, 2023

Location Address: Start: 2515 East 1st St. Tulsa OK  
End: 2515 East 1st St. Tulsa OK

Council District(s): 4

Event Description: Good Friday Procession. Noon - 3 p.m. procession clockwise. 8 - 10:30 p.m. procession counterclockwise. See map.

**Event Category:** Procession/March

**Event Includes:** Public Right of Way, Street Closure

Anticipated Attendance: Total: 200

Per Day: 200

Anticipated Participants: Total: 200

Per Day: 200

Number of Events for Monthly Event: No

## Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: St. Francis Xavier Church

Website: <https://www.facebook.com/pages/St-Francis-Xavier-Church/11157673265598>

Chief Officer of Host Organization: Beatriz Saldivar

Email and Phone: st.francixavier.church@hotmail.com 918-592-6770

Applicant Name: Beatriz Saldivar

Email and Phone: st.francixavier.church@hotmail.com 918-592-6770

Professional Event Organizer:

Email and Phone:

On-site Contact: Beatriz Saldivar

Mobile: 918-378-8319

Billing Contact: St. Francis Xavier Church

Phone: 918-592-6770

Billing Address: 2434 East Admiral Boulevard  
Tulsa, OK 74110

## **Event Timeline and Lane/Street Closure Information**

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**Event Setup:** Date: 04/07/2023 Time: 11:30 am.  
Street Closure for Event Setup: Date: 04/07/2023 Time: 11:45 am.  
Street(s) to be Closed for Event Setup: See Map  
**Event Start:** Date: 04/07/2023 Time: 12:00 pm.  
Street Closure for Event Start: Date: 04/07/2023 Time: 11:45 am  
Street(s) to be Closed for Event Start: Starting from 2515 E. 1st St. going east on 1st. St. to Delaware Ave & south on Delaware Ave to 2nd St. Going west on 2nd St. to Atlanta Ave and North on Atlanta Ave to the beginning point.  
Run, Walk, Parade Start Time: Procession One: Noon - 3 p.m. (Clockwise)  
Procession Two: 8 - 10:30 p.m. (Counterclockwise)  
Daily Event Hours: NA  
**Event End:** Date: 04/07/2023 Time: 10:30 pm.  
Street Reopens after Event End: Date: 04/07/2023 Time: 10:30 pm.  
**Event Teardown:** Date: 04/07/2023 Time: 10:30 pm.  
Street Reopens after Event Teardown: Date: 04/07/2023 Time: 10:30 pm.

## **Secondary Permits Required**

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 0  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number & Sizes of Tents: 0 Provider and Phone: NA  
Number of Inflatables: No 0 Provider and Phone: NA  
Number of Amusement Rides: No 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**

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Security and/or Police: Yes Contact, Email and Phone: TPD Special Events Unit (918) 586-6054

Medical and/or First Aid Services: No Contact, Email and Phone: NA

Traffic Control Barricade Company: No Contact, Email and Phone: NA

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Crowd Management Fencing Company: No Contact, Email and Phone: NA

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parking Type: Street, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

**Sponsor and Other Event Information**

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Event Sponsor(s): St. Francis Xavier Church

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: No 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 Event Information: NA

**Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 12:00pm

Finish Time: 10:30 pm.

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

One small speaker.

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: No Describe:

NA

**Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: On-site personnel.

Number of Trash Receptacles: 6

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Places of Worship.

**Affidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 02/02/2023      Date routed: 03/20/2023      Date for review: 03/29/2023

Special Events Committee Recommendation: \*Email Review      Yes  No  03/21/2023

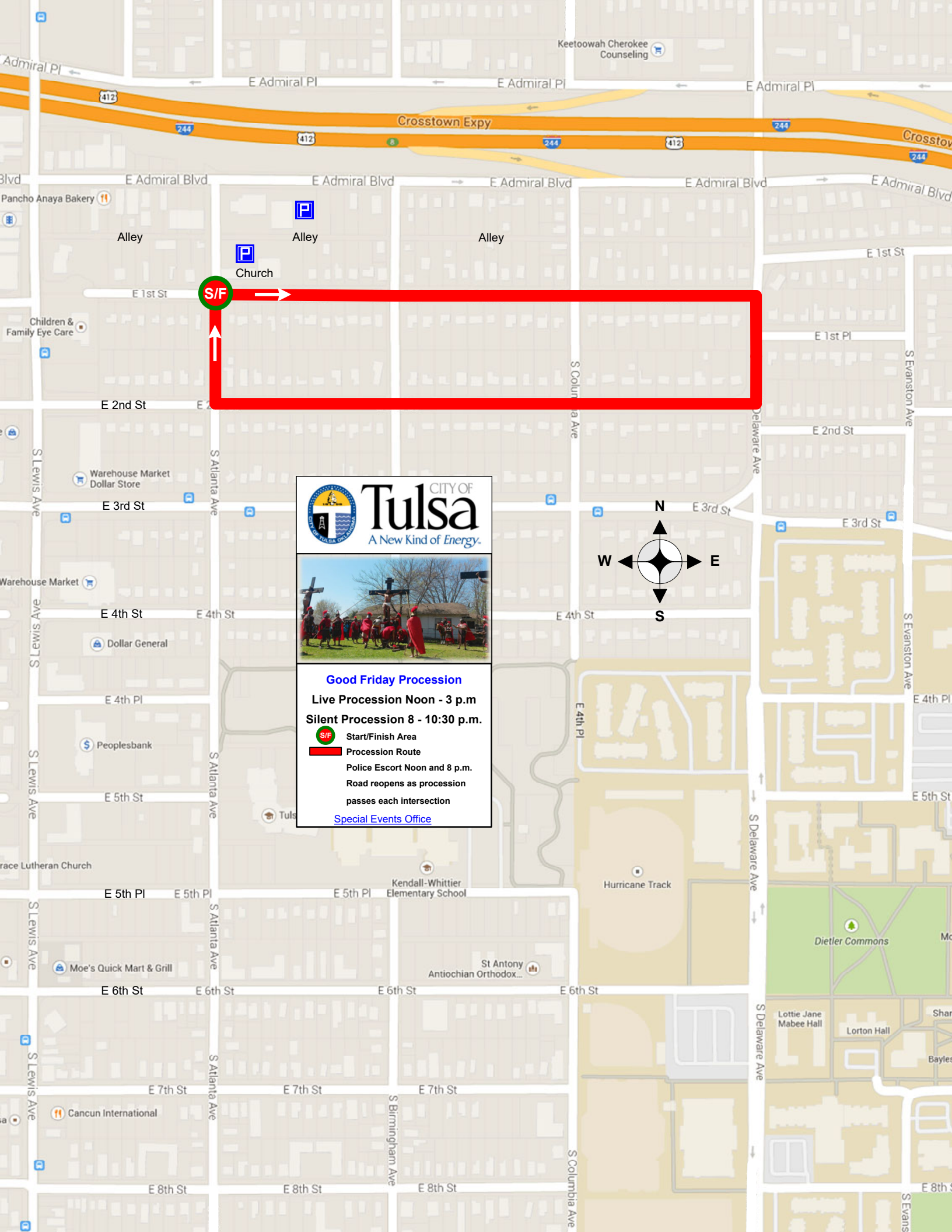
Date routed to Mayor: 03/21/2023      Mayor's Recommendation: Yes  No  \_\_\_\_\_

Date routed to Council: 03/21/2023      City Council Approval: Yes  No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_      Comments: Route, map, and timelines revised 03/16/2023.

\*SEC meeting 03/22/2023. Mayor agenda 03/22/2023. CC agenda 03/29/2023

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 **CITY OF Tulsa**  
A New Kind of Energy.



**Good Friday Procession**  
**Live Procession Noon - 3 p.m.**  
**Silent Procession 8 - 10:30 p.m.**

 Start/Finish Area  
 Procession Route

Police Escort Noon and 8 p.m.  
 Road reopens as procession passes each intersection

[Special Events Office](#)

