



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: First Hispanic Business Expo FairDate(s) of Event: March 25, 2023Location Address: Start: 2160 S Garnett Rd
End: 2160 S Garnett RdCouncil District(s): 5Event Description: The event will feature 47+ Hispanic businesses and non profit organizations. There will be live music, entertainment for the kids such a pony rides, face painting and balloons.Event Category: Farmers/Outdoor MarketEvent Includes: Generator/Electricity, Live Entertainment, Food Sales, Merchandise Sales, Private Property, Pony ridesAnticipated Attendance: Total: 500Per Day: 500Anticipated Participants: Total: 500Per Day: 500

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Uma TulsaWebsite: <https://www.facebook.com/umatulsa/>Chief Officer of Host Organization: Emily RussellEmail and Phone: operations@umatulsa.org 918-609-0987Applicant Name: Emily RussellEmail and Phone: operations@umatulsa.org 918-609-0987

Professional Event Organizer:

Email and Phone:

On-site Contact: Emily RussellMobile: 918-607-2787Billing Contact: Uma TulsaPhone: 918-609-0987Billing Address: 2160 S GARNETT RD E
Tulsa, OK 74129

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 03/25/2023 Time: 8am
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot
Event Start: Date: 03/25/2023 Time: 11am
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: 11am-5pm
Event End: Date: 03/25/2023 Time: 5pm
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 03/25/2023 Time: 5pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 9
Number of Food Trucks: 1
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 12 Number of Service Vendors: 16
Number & Sizes of Tents: 10x10 - Varies Provider and Phone: Each vendor will bring their own stand up tent
Number of Inflatables: Yes 2 Provider and Phone: Marisol Boyzo (918) 814-1268
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

Security and/or Police: Yes Contact, Email and Phone: TBD

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: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Bank of Oklahoma
Rivas & Associates
London Boots
AAA Insurance Agency - Cord Chavart
McGraw Realtors

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: TBD

Total Number of Portable Toilets: 6 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: 03/25/2023 Time: 8:00am

Equipment Pickup: Date: 03/25/2023 Time: 6:00pm

Other Event Information: NA

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 5

Performer/Band name and music type: Dance teams, Dj and singers

Sound Amplification: Yes

Start Time: 11:00am

Finish Time: 5:00pm

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

Dj system and speakers

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: Yes Describe:

Poster to show sponsor type

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: All vendors will clean up their stalls, the stage will be be picked up same day. All vendors will bring their own materials for set up. Pony rides and entertainment will be picked up same day.

Number of Trash Receptacles: 9

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

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 of 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: 03/20/2023 Date routed: 03/24/2023 Date for review: *Email Review

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: *SEC meeting 04/05/2023.

