



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Los Festivales y Mercados: Kermes

Date(s) of Event: July 22, 2023

Location Address: Start: 1 S. Lewis Ave  
End: 1 S. Lewis Ave

Council District(s): 4

Event Description: A KW twist on a traditional Mexican festival - Kermes. Fun carnival games, a rocking DJ, vendors and the tastiest salsa competition Kendall Whittier has ever seen!

Event Category: Festival/Celebration

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

Anticipated Attendance: Total: 500

Per Day: 500

Anticipated Participants: Total: 20

Per Day: 20

Number of Events for Monthly Event: No

### Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: Kendall Whittier Main Street

Website: http://visitkendallwhittier.com/

Chief Officer of Host Organization: Jessica Jackson

Email and Phone: jessica@visitkendallwhittier.com 918-633-1934

Applicant Name: Jessica Jackson

Email and Phone: jessica@visitkendallwhittier.com 918-633-1934

Professional Event Organizer:

Email and Phone:

On-site Contact: Jessica Jackson

Mobile: 918-633-1934

Billing Contact: Kendall Whittier Main Street

Phone: 918-633-1934

Billing Address: 2205 Admiral Blvd.  
Tulsa, OK 74110

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

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**Event Setup:** Date: 07/22/2023 Time: 2pm  
Street Closure for Event Setup: Date: 07/22/2023 Time: 2pm  
Street(s) to be Closed for Event Setup: NA - Parking Lot

**Event Start:** Date: 07/22/2023 Time: 4pm  
Street Closure for Event Start: Date: 07/22/2023 Time: 2pm  
Street(s) to be Closed for Event Start: NA - Parking Lot  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 4-9pm

**Event End:** Date: 07/22/2023 Time: 9pm  
Street Reopens after Event End: Date: 07/22/2023 Time: 10pm

**Event Teardown:** Date: 07/22/2023 Time: 9pm  
Street Reopens after Event Teardown: Date: 07/22/2023 Time: 10pm

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Beer Sales  
Number of Food Vendors: 3  
Number of Food Trucks: 2  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 13 Number of Service Vendors: 1  
Number & Sizes of Tents: 15 - 10x10 Provider and Phone: Individually Owned Spaced per TFD Regulations

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: No Contact, Email and Phone: NA

Medical and/or First Aid Services: Yes Contact, Email and Phone: First Aid Kit on-site

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, ADA parking not available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): Rivas & Associates  
Renewal by Andersen

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: 1

Number of Performers/Bands: 2

Performer/Band name and music type: Entertainment TBA

Sound Amplification: Yes

Start Time: 4pm

Finish Time: 9pm

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

A few speakers and DJ setup

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: Volunteer, using KWMS dumpster

Number of Trash Receptacles: 1

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Business Assn

If not presented, please explain:

**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: 06/24/2023      Date routed: 07/11/2023      Date for review: 07/12/2023

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 07/12/2023.

Fees revised and paid 07/10/2023.

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# LOS FESTIVALES Y MERCADOS

ADMIRAL & LEWIS

July 22, 2023

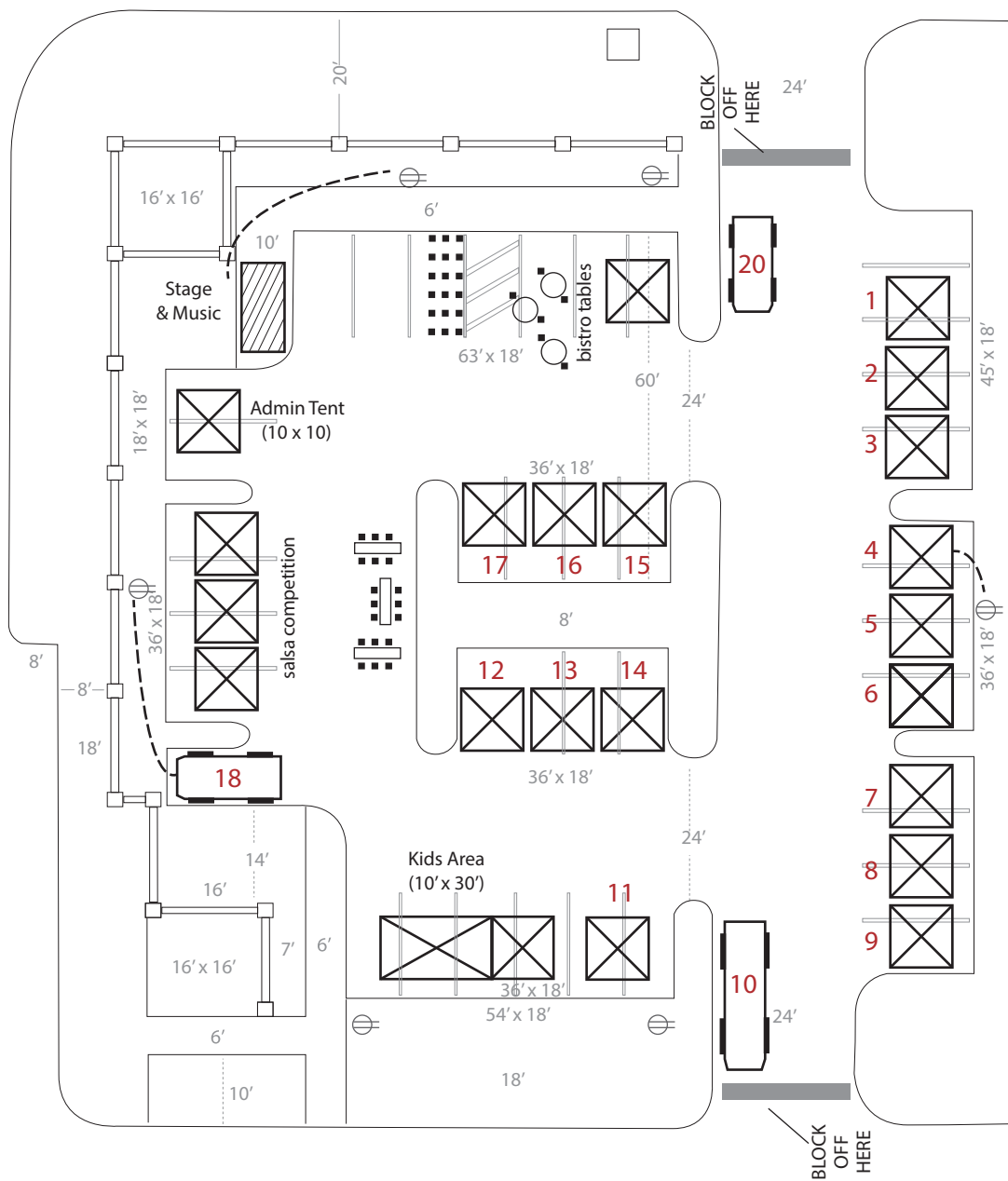
4:00pm - 9:00pm

17 booths & 3 food truck



ADMIRAL BLVD

LEWIS AVE



KENDALL WHITTIER

MAIN STREET

TULSA

CENTERED AT ADMIRAL & LEWIS