



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### ***Summary of Event***

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Name of Event: Elote's Cinco de Mayo Street Festival

Date(s) of Event: May 4 - 5, 2024

Location Address: Start: 514 S Boston Ave  
End: 614 S Boston Ave

Council District(s): 4

Event Description: Street Festival

**Event Category:** Street/Block Party

**Event Includes:** Amplified Sound, Tent/Canopy, Beer/Alcohol Sales, Public Right of Way, Lane Closure, Live Entertainment, Food Sales, No Parking Signage, Sidewalk Closure, Private Property, Street Closure

Anticipated Attendance: Total: 2000

Per Day: 1000

Anticipated Participants: Total: 0

Per Day: 0

Number of Events for Monthly Event: No

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

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Host Organization: Elote Cafe and Catering

Website: <https://www.elotetulsa.com/>

Chief Officer of Host Organization: Libby Billings

Email and Phone: libby@elotetulsa.com 918-582-1403

Applicant Name: Brianna Carter

Email and Phone: billing@elotetulsa.com 918-582-1403

Professional Event Organizer:

Email and Phone:

On-site Contact: Brianna Carter

Mobile: 918-408-6992

Billing Contact: Elote Cafe and Catering

Phone: 918-582-1403

Billing Address: 514 S Boston Ave  
tulsa, OK 74127

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

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**Event Setup:** Date: 05/03/2024 Time: 9:00am  
Street Closure for Event Setup: Date: 05/03/2024 Time: 9:00am  
Street(s) to be Closed for Event Setup: Boston Ave between 5th St and 6th St. 6th St between the alley east of Boston Ave and the alley west of Boston Ave

**Event Start:** Date: 05/04/2024 Time: 11:00am  
Street Closure for Event Start: Date: 05/03/2024 Time: 9:00am  
Street(s) to be Closed for Event Start: Boston Ave between 5th St and 6th St. 6th St between the alley east of Boston Ave and the alley west of Boston Ave

Run, Walk, Parade Start Time: NA  
Daily Event Hours: 11:00am - Midnight

**Event End:** Date: 05/05/2024 Time: Midnight  
Street Reopens after Event End: Date: 05/06/2024 Time: 7:00am

**Event Teardown:** Date: 05/06/2024 Time: 2:00am  
Street Reopens after Event Teardown: Date: 05/06/2024 Time: 7:00am

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Alcohol (Spirits) Sales, Beer Sales  
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: 4 - 10x10 Provider and Phone: Elote's own  
Tents  
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: TBD

Medical and/or First Aid Services: Yes Contact, Email and Phone: First Aid Kits. Army Combat Medic on-site and several on-site staff are CPR certified.

Traffic Control Barricade Company: Yes Contact, Email and Phone: Action Safety Supply (918) 234-8222

Equipment Setup: Date: 05/03/2024 Time: 9:00am Equipment Pickup: Date: 05/06/2024 Time: 7:00am

Crowd Management Fencing Company: Yes Contact, Email and Phone: Cox Family/Bryce Cox (918) 845-8499

Equipment Setup: Date: 05/03/2024 Time: 11:00am Equipment Pickup: Date: 05/06/2024 Time: 11:00am

Parking Type: Street

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): NA

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: Cox Family/Bryce Cox (918) 845-8499

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 05/04/2024 Time: 9:00am

Equipment Pickup: Date: 05/06/2024 Time: 6:00am

Other Event Information: See Map

**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: Noon

Finish Time: 10:00pm

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

Music and announcing

Sound checks conducted prior to the event: Yes

Start Time: 11:00

Finish Time: Noon

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:

Elote signs and banners and decor

**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: We hire people specifically to make rounds collecting trash and emptying the containers on a loop. I am having American Waste get us another dumpster or empty overnight to mitigate issue from last year. No one leaves until the street is clean.

Number of Trash Receptacles: 12

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Businesses

If not presented, please explain:

NA

**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: 03/14/2024      Date routed: 04/03/2024      Date for review: 04/17/2024

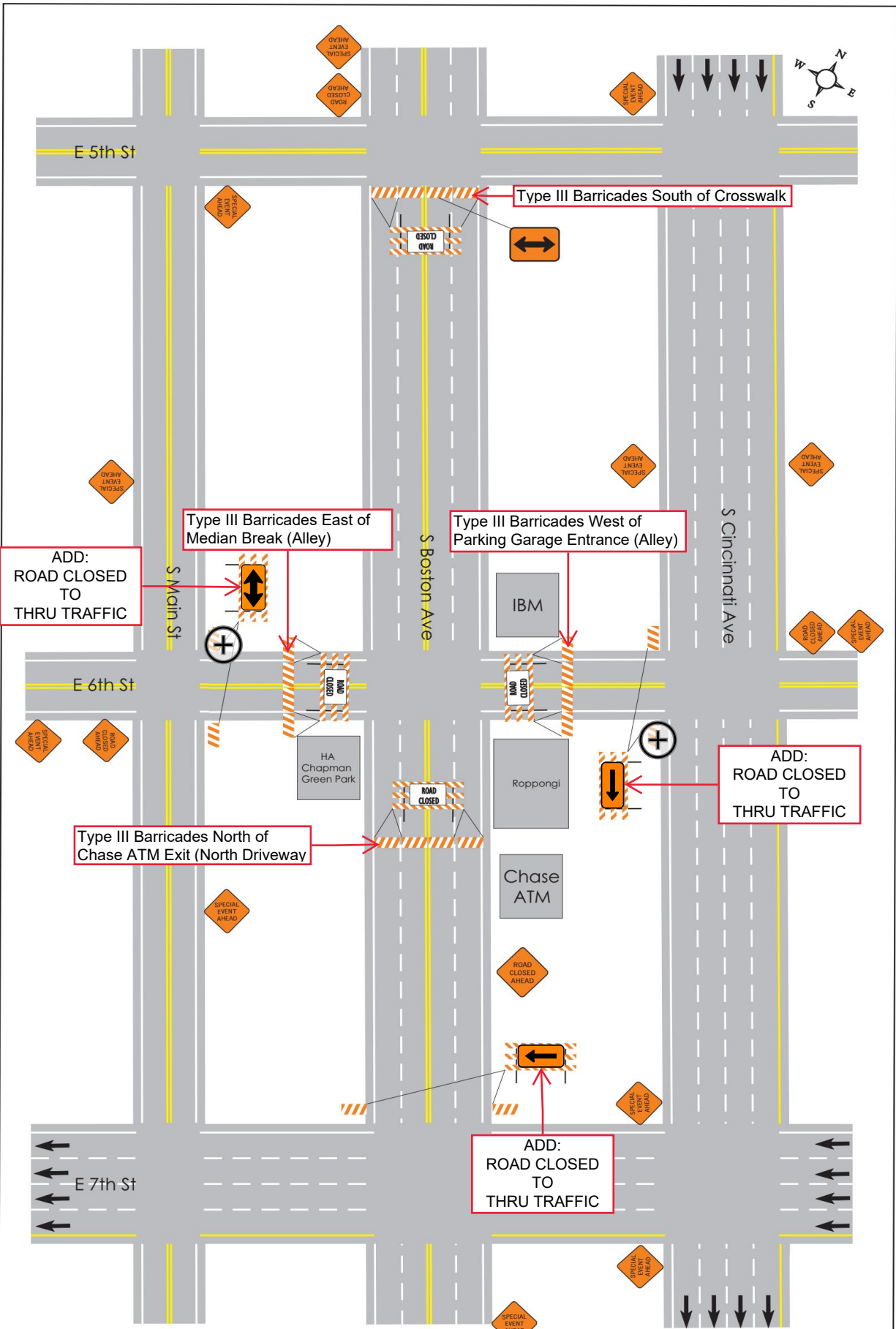
Special Events Committee Recommendation: \_\_\_\_\_      Yes  No  \_\_\_\_\_

Date routed to Mayor: \_\_\_\_\_      Mayor's Recommendation: Yes  No  \_\_\_\_\_

Date routed to Council: \_\_\_\_\_      City Council Approval: Yes  No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_      Comments: SEC meeting 04/03/2024. Mayor agenda  
04/10/2024. City Council agenda 04/17/2024. TCP needs to be updated from attached draft.

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ADD:  
ROAD CLOSED  
TO  
THRU TRAFFIC

Type III Barricades East of  
Median Break (Alley)

Type III Barricades West of  
Parking Garage Entrance (Alley)

Type III Barricades North of  
Chase ATM Exit (North Driveway)

ADD:  
ROAD CLOSED  
TO  
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When possible, place Type III barricades displaying ROAD CLOSED TO THRU TRAFFIC signs in the street (e.g., in the buffer zone/bike lane/parking space against the curb, not on sidewalks, grass, or lawns). If traffic approaches from both sides, then both sides of the barricades need to be retroreflective.

Date: 5/3/2022 Author: Ben Hill Project: Elote Cinco De Mayo Revision  
Comments: