



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

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

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Name of Event: 20th Anniversary Diocesan ShrineDate(s) of Event: August 3, 2024Location Address: Start: 2515 E 1st St  
End: 2515 E 1st StCouncil District(s): 1Event Description: Procession to celebrate 20 years of becoming Shrine of our Lady of Guadalupe about 1000 attendees, some vehicles with Virgen image and people riding horses.**Event Category:** Procession/March**Event Includes:** Amplified Sound, Public Right of Way, Sidewalk Closure, Street Closure, Police EscortAnticipated Attendance: Total: 1000Per Day: 1000Anticipated Participants: Total: 1000Per Day: 1000

Number of Events for Monthly Event: No

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

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Host Organization: St. Francis Xavier ChurchWebsite: <https://discovermass.com/church/st-francis-xavier-tulsa-ok/>Chief Officer of Host Organization: Elmer RodriguezEmail and Phone: finance@stfrancisxavier-tulsa.org 918-592-6770Applicant Name: Elmer RodriguezEmail and Phone: finance@stfrancisxavier-tulsa.org 918-592-6770

Professional Event Organizer:

Email and Phone:

On-site Contact: Corina TejadaMobile: 918-904-2006Billing Contact: Diocesan Shrine of Our Lady of  
GuadalupePhone: 918-592-6770Billing Address: 2434 E ADMIRAL BLVD S  
Tulsa, OK 74104

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

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**Event Setup:** Date: 08/03/2024 Time: Noon  
Street Closure for Event Setup: Date: 08/03/2024 Time: 4:30 pm  
Street(s) to be Closed for Event Setup: See Site Map  
**Event Start:** Date: 08/03/2024 Time: 5 pm  
Street Closure for Event Start: Date: 08/03/2024 Time: 5 pm  
Street(s) to be Closed for Event Start: See Route Map  
Run, Walk, Parade Start Time: 5 pm  
Daily Event Hours: NA  
**Event End:** Date: 08/03/2024 Time: 7 pm  
Street Reopens after Event End: Date: 08/03/2024 Time: 7 pm  
**Event Teardown:** Date: 08/03/2024 Time: 7:30 pm  
Street Reopens after Event Teardown: Date: 08/03/2024 Time: 7:30 pm

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 10  
Number of Food Trucks: 0  
Food Cooked on-site: Yes Fuel(s) to be used: Gas  
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: 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: See Maps

Horses on route.

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: DJ

Sound Amplification: Yes

Start Time: 5 pm

Finish Time: 11 pm

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

Standard DJ Equipment

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 personal will do the clean up, we will use our own dumpsters

Number of Trash Receptacles: 8

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents

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: 06/19/2024      Date routed: 07/08/2024      Date for review: 07/24/2024

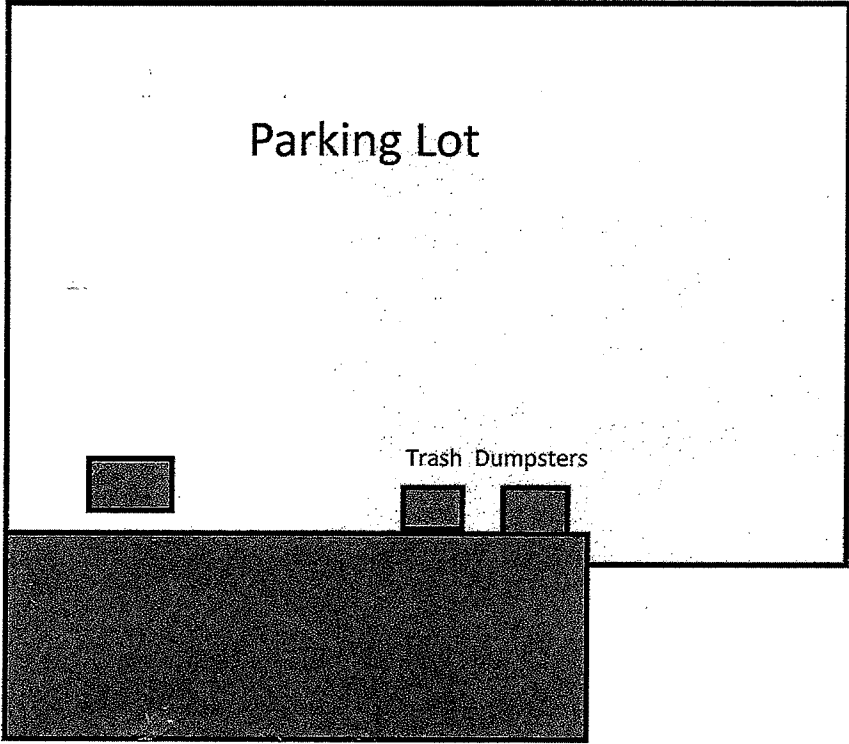
Special Events Committee Recommendation: \_\_\_\_\_      Yes  No  \_\_\_\_\_

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

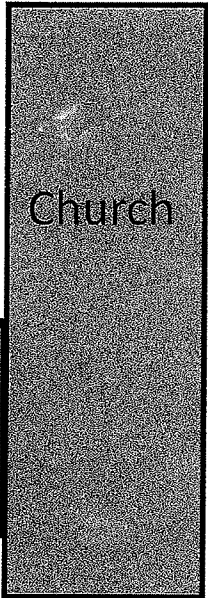
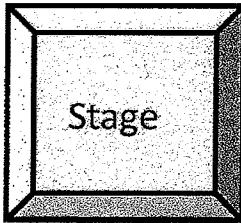
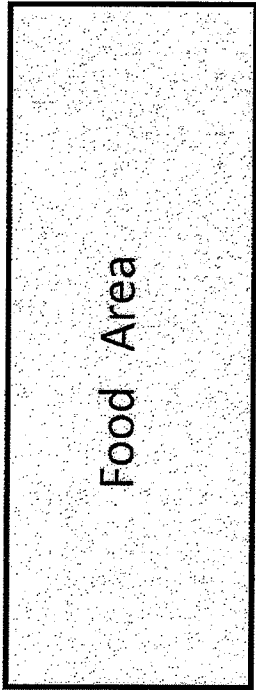
Date routed to Council: \_\_\_\_\_      City Council Approval: Yes  No  \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_      Comments: SEC meeting 06/26/2024. Mayor agenda  
07/17/2024. City Council 07/24/2024.

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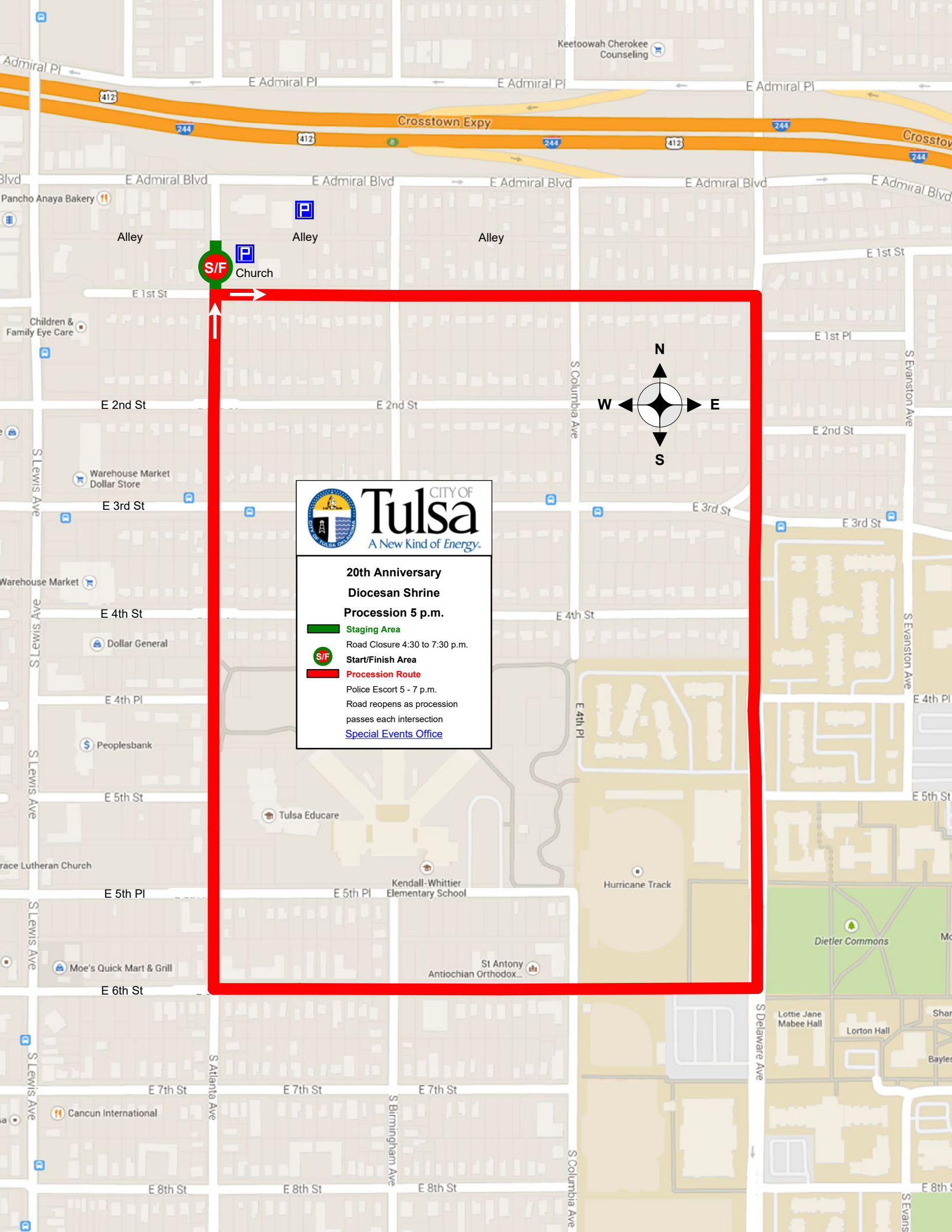



Admiral Blvd.










E 1st St.

Atlanta Av.

**20th Anniversary  
Diocesan Shrine  
Procession 5 p.m.**

-  **Staging Area**
-  **Road Closure 4:30 to 7:30 p.m.**
-  **Start/Finish Area**
-  **Procession Route**
-  **Police Escort 5 - 7 p.m.**
-  **Road reopens as procession passes each intersection**
-  [Special Events Office](#)

