



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Las Abogadas: Grand Opening.

Date(s) of Event: September 14, 2024

Location Address: Start: 2930 S. Yale Avenue
End: 2930 S. Yale Avenue

Council District(s): 4

Event Description: Grand Opening for our law firm. We will have food trucks, live music, face painting and serve margaritas; attendees if over the age of 21 will receive two raffle tickets for drinks.

Event Category: Miscellaneous

Event Includes: Tent/Canopy, Live Entertainment, Private Property

Anticipated Attendance: Total: 300

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

Host Organization: Rivas & Associates

Website: <https://www.rivasassociates.com/en>

Chief Officer of Host Organization: Lorena Rivas

Email and Phone: 918-408-3429

Applicant Name: Maria Carmona

Email and Phone: mcarmona@rivasassociates.com 918-505-4870

Professional Event Organizer:

Email and Phone:

On-site Contact: Maria Carmona

Mobile: 918-927-2024

Billing Contact: Rivas & Associates

Phone: 918-505-4870

Billing Address: 2930 S YALE AVE E
Tulsa, OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/14/2024 Time: 12pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot

Event Start: Date: 09/14/2024 Time: 3pm
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: 3 - 6pm

Event End: Date: 09/14/2024 Time: 6pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 09/14/2024 Time: 6pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Free Alcohol (Spirits)
Number of Food Vendors: 0
Number of Food Trucks: 2
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: 3 - 10x10 and 2 - 20x20 Provider and Phone: Galaxy Jumpers, 918-281-9381
Number of Inflatables: Yes 1 Provider and Phone: Galaxy Jumpers, 918-281-9381
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: No Contact, Email and Phone: NA

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

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): NA

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 Attachment

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 1

Performer/Band name and music type: Eleganza Musical

Sound Amplification: Yes

Start Time: 2pm

Finish Time: 6pm

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

Standard Band Speakers

Sound checks conducted prior to the event: Yes

Start Time: 1:30pm

Finish Time: 2pm

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:

Balloons and papel picado.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will have trash can throughout the event. We also have a garbage dumpster on site, as well as a recycling bin.

Number of Trash Receptacles: 5

Number of Dumpsters: 1

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

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: 08/28/2024 Date routed: 09/12/2024 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 09/18/2024. Fees paid 09/12/2024.

Attendee Parking



Legend

-  Pathway for attendees
-  Food Trucks
-  Trash and Recycling Bin
-  Tents

Las Abogadas: Grand Opening

