



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Dia de los Muertos Art Festival

Date(s) of Event: Nov. 01, 2024

Location Address: Start: 307 E Reconciliation Way
End: 407 E Reconciliation Way

Council District(s): 1

Event Description: Living Arts of Tulsa, in partnership with Casa de la Cultura hosts Tulsa's annual Día de los Muertos Arts Festival on November 1st. Día de Los Muertos (Day of the Dead) is a celebration of the Latin X heritage honoring loved ones who have passed away. The festival will be held in-person and will also have virtual elements available for the public. They will be amplified sound, fun run food trucks and vendors.

Event Category: Festival/Celebration

Event Includes: Amplified Sound, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Live Entertainment, Food Sales, Merchandise Sales, Private Property, Street Closure

Anticipated Attendance: Total: 3000

Per Day: 3000

Anticipated Participants: Total: 3000

Per Day: 3000

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Living Arts of Tulsa

Website: https://livingarts.org/

Chief Officer of Host Organization: Sina McLin

Email and Phone: admin@livingarts.org 918-585-1234

Applicant Name: Christopher Henson

Email and Phone: events@livingarts.org 918-585-1234

Professional Event Organizer:

Email and Phone:

On-site Contact: Christopher Henson

Mobile: 918-404-9577

Billing Contact: Christopher Henson

Phone: 918-585-1234

Billing Address: 307 E Reconciliation Way
Tulsa, OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/01/2024 Time: 5:00AM
Street Closure for Event Setup: Date: 11/01/2024 Time: 500AM
Street(s) to be Closed for Event Setup: Reconciliation Way between Detroit Ave and Elgin Ave. Elgin Ave from Archer St to Cameron St.

Event Start: Date: 11/01/2024 Time: 6:00PM
Street Closure for Event Start: Date: 11/01/2024 Time: 5:00AM
Street(s) to be Closed for Event Start: Reconciliation Way between Detroit Ave and Elgin Ave. Elgin Ave from Archer St to Cameron St.

Run, Walk, Parade Start Time: NA
Daily Event Hours: 6:00PM-11PM

Event End: Date: 11/01/2024 Time: 11:00PM
Street Reopens after Event End: Date: 11/02/2024 Time: 1:00AM

Event Teardown: Date: 11/01/2024 Time: 11:00PM
Street Reopens after Event Teardown: Date: 11/02/2024 Time: 1:00AM

Secondary Permits Required

Beer Sales, Alcohol Sales: Alcohol (Spirits) Sales, Beer Sales
Number of Food Vendors: 30
Number of Food Trucks: 18
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas
Number of Item Vendors: 30 Number of Service Vendors: 0
Number & Sizes of Tents: 20 10X10 tents Provider and Phone: Living Arts of Tulsa (918) 585-1234
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: N/A

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: TBD

Traffic Control Barricade Company: Yes Contact, Email and Phone: Advanced Workzone Services, John Paul Thomas – AWS, jthomas@aw-inc.com (918) 682-9393

Equipment Setup: Date: 11/01/2024 Time: 6:00AM Equipment Pickup: Date: 11/02/2024 Time: 6:00AM

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

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: N/A

Sponsor and Other Event Information

Event Sponsor(s): City of Tulsa

Park: No Name of Park and Location: N/A

Drone: No

Portable Toilets: Yes Provider and Phone: Jim Talley, Controller. Office (918) 272-0568 | Mobile (918) 508-5617. www.aysrentals.com

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 11/01/2024 Time: 8:00AM

Equipment Pickup: Date: 11/02/2024 Time: 8:00AM

Other Event Information: See Attachments

Entertainment and Related Activities

Number of Stages: 2

Number of Performers/Bands: TBD

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 6:00PM

Finish Time: 11:00PM

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

2 -10in Monitors

2-12in Monitors

1 - Sub

Sound checks conducted prior to the event: Yes

Start Time: 4:00PM

Finish Time: 5:00PM

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

N/A

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

Lighting for parking and DOD banner across Reconciliation Way at the Detroit intersection

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Using our in house cleaning service and will be staffed by them

Number of Trash Receptacles: 7

Number of Dumpsters: 2

Number of Recycling Containers: 2

Cleanup Service: Yes Provider and Phone: N/A

Presented Event Concept to:

Residents, Business Assn, Businesses, Elgin Park, 360N, Flintco, Vast Bank, ONEOK Field, OU-Tulsa, OSU-Tulsa,

If not presented, please explain:

N/A

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: 09/25/2024 Date routed: 10/22/2024 Date for review: 10/30/2024

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 11/06/2024. Mayor agenda
10/30/2024. City Council agenda 10/30/2024. TBD information and revised TCP still pending.

ROAD BLOCK (To Bridge)

Ave

Low Riders

Stage

Low Riders

ROAD BLOCK

Elg



Elgin Park
Elgin Park Brewery



Vendor market

Activated Alley

Banner

LIVING ARTS
Altars

FOOD TRUCKS

E Archer St

Banner ROAD BLOCK



ixins Soul Kitchen

Less busy than usual




SPECIAL
EVENT
AHEAD

All "SPECIAL EVENT" signs must be SPECIAL EVENT AHEAD signs.

(John Hope Franklin Blvd)

ROAD CLOSED
TO
THRU TRAFFIC

	Date: 10/11/2023 Author: Brian Fletcher Project: DAY OF THE DEAD
	Comments: TCP to show N Elgin Ave closed from E Archer St to the entrance of Drillers stadium and Reconciliation Way from N. Detroit Ave. to N. Elgin Ave. the closure is set to start on 11/3/2023 from 6am - 11pm.

