



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Día de Los MuertosDate(s) of Event: Saturday, Nov. 01, 2025Location Address: Start: 307 E Reconciliation Way
End: 407 E Reconciliation WayCouncil District(s): 1

Event Description: Living Arts of Tulsa, in partnership with Casa de la Cultura is hosting Tulsa's annual Día de los Muertos Arts Festival on November 1, 2025. Día de Los Muertos (Day of the Dead) is a celebration of the Latinx heritage honoring loved ones who have passed away. This event builds bridges between the Latinx and non-Latinx cultures in Tulsa by creating a way for Tulsans to pay homage and honor ancestors and friends who have passed on.

Event Category: Festival/CelebrationEvent Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Beer/Alcohol Sales, Public Right of Way, Live Entertainment, Food Sales, Merchandise Sales, Private Property, Street ClosureAnticipated Attendance: Total: 8000Per Day: 8000Anticipated Participants: Total: 8000Per Day: 8000Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Living Arts of TulsaWebsite: https://livingarts.orgChief Officer of Host Organization: Sina McLinEmail and Phone: admin@livingarts.org 918-585-1234Applicant Name: Christopher HensonEmail and Phone: events@livingarts.org 918-585-1234

Professional Event Organizer:

Email and Phone:

On-site Contact: Jessica DeweyMobile: 469-559-0898Billing Contact: Christopher HensonPhone: 918-585-1234Billing Address: 307 E Reconciliation Way
Tulsa, OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>10/31/2025</u>	Time: <u>5:00AM</u>
Street Closure for Event Setup:	Date: <u>10/31/2025</u>	Time: <u>6:00AM</u>
Street(s) to be Closed for Event Setup:	<u>See TCP Map</u>	
Event Start:	Date: <u>11/01/2025</u>	Time: <u>11:00AM</u>
Street Closure for Event Start:	Date: <u>10/31/2025</u>	Time: <u>6:00AM</u>
Street(s) to be Closed for Event Start:	<u>See TCP Map</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>11:00AM - 11:00PM</u>	
Event End:	Date: <u>11/01/2025</u>	Time: <u>11:00PM</u>
Street Reopens after Event End:	Date: <u>11/02/2025</u>	Time: <u>1:00AM</u>
Event Teardown:	Date: <u>11/01/2025</u>	Time: <u>11:00PM</u>
Street Reopens after Event Teardown:	Date: <u>11/02/2025</u>	Time: <u>1:00AM</u>

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Wine Sales, Alcohol (Spirits) Sales, Beer Sales</u>		
Number of Food Vendors:	<u>2</u>		
Number of Food Trucks:	<u>9</u>		
Food Cooked on-site:	<u>Yes</u>	Fuel(s) to be used:	<u>Electric, Gas</u>
Number of Item Vendors:	<u>32</u>	Number of Service Vendors:	<u>0</u>
Number & Sizes of Tents:	<u>30 - 10X10 tents</u>	Provider and Phone:	<u>Living Arts of Tulsa Inc., 918-585-1234</u>
Number of Inflatables:	<u>No</u> <u>0</u>	Provider and Phone:	<u>NA</u>
Number of Amusement Rides:	<u>No</u> <u>0</u>	Provider and Phone:	<u>NA</u>
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>		
Provider and Phone:	<u>N/A</u>		

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Yes Contact, Email and Phone: Wattz Protection, wattzprotection@gmail.com, Tim Callahan, 660-247-3755.

Medical and/or First Aid Services: No Contact, Email and Phone: N/A

Traffic Control Barricade Company: Yes Contact, Email and Phone: Ryan Jett, Advanced Workzone Services, Cell: (918)629-5957, Office: (918)682-9393, EXT:1744, Rjett@aw-inc.com

Equipment Setup: Date: 10/31/2025 Time: 6:00AM Equipment Pickup: Date: 11/02/2025 Time: 12:00PM

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

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Parking not available

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

Sponsor and Other Event Information

Event Sponsor(s): Casa de la Cultura

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

Drone: No

Portable Toilets: Yes Provider and Phone: AYS, Office 918-272-0568, www.aysrentals.com

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

Equipment Setup: Date: 10/31/2025 Time: 8:00AM

Equipment Pickup: Date: 11/01/2025 Time: 11:59PM

Other Event Information: See Attachments

Entertainment and Related Activities

Number of Stages: 2

Number of Performers/Bands: TBA

Performer/Band name and music type: Live music, dance, DJ, bands

Sound Amplification: Yes

Start Time: 11:00AM

Finish Time: 11:00PM

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

4- 12in speakers

4-10in speakers

Sound checks conducted prior to the event: Yes

Start Time: 10:00AM

Finish Time: 10:30AM

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:

String lights, festival signage

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Living Arts Staff and volunteers will clean throughout the festival and will have the entire festival footprint by 12:00PM

Number of Trash Receptacles: 7

Number of Dumpsters: 2

Number of Recycling Containers: 2

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, Business Assn, Businesses

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: 10/09/2025 Date routed: 10/16/2025 Date for review: 10/22/2025

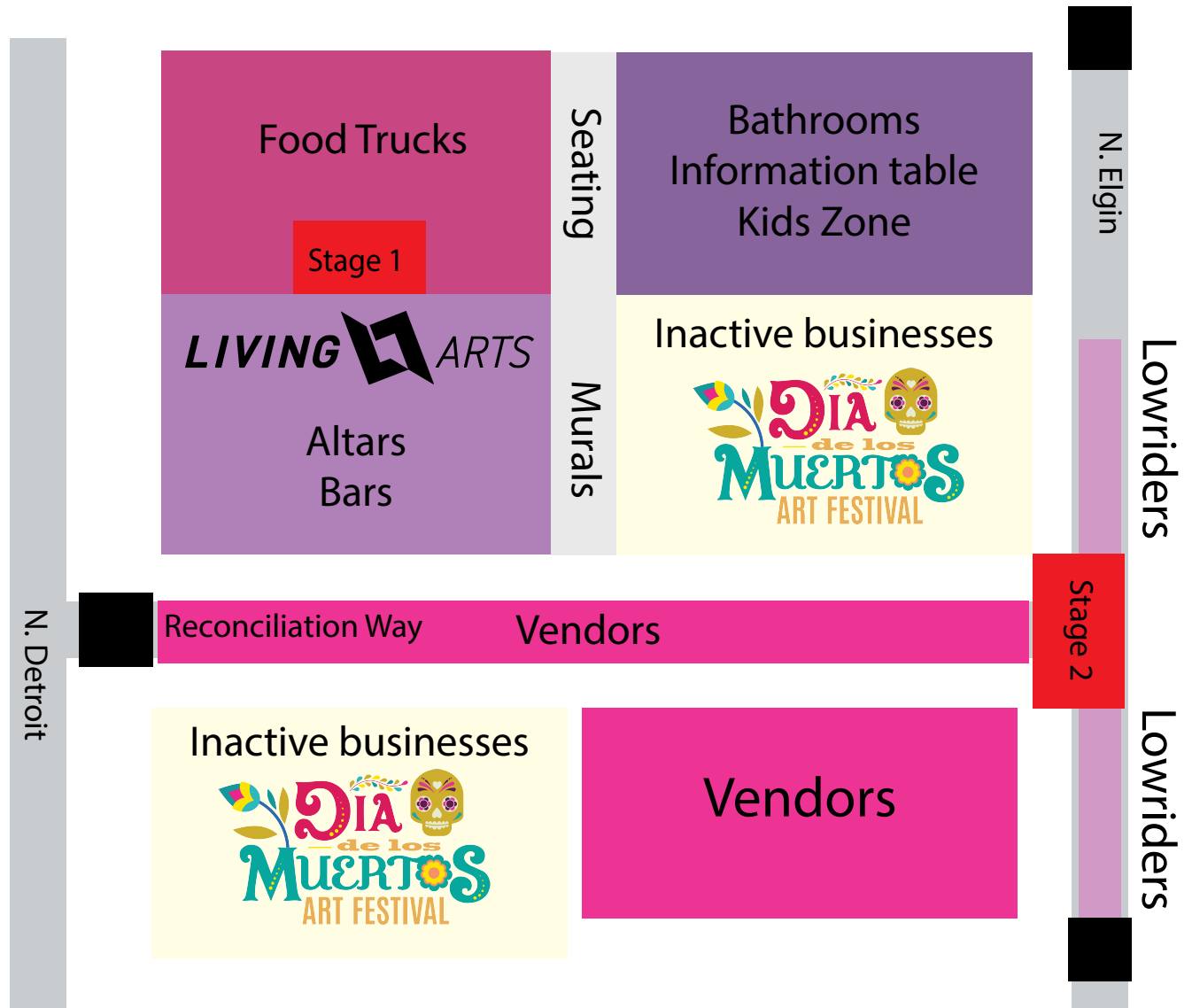
Special Events Committee Recommendation: _____ Yes ☐ No ☐ _____

Date routed to Mayor: _____ Mayor's Recommendation: Yes ☐ No ☐ _____

Date routed to Council: _____ City Council Approval: Yes ☐ No ☐ _____

Date Permit Issued: _____ Comments: SEC meeting 10/22/2025. Mayor agenda
10/22/2025. City Council agenda 10/22/2025. Application revised and TCP map uploaded 10/16/2025.

■ = Road blocks





Date: 10/31/2024 **Author:** Tyler West **Project:** DAY OF THE DEAD

Comments:

TCP to show N Elgin Ave closed from E Archer St to the entrance of the Drillers stadium and Reconciliation from N Detroit Ave to N Elgin Ave. The closure is set to start on 11/1/24.

NOT TO SCALE

