



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Cavalcade ProcessionDate(s) of Event: Sunday, December 07, 2025Location Address: Start: 2515 E 1st St
End: 2515 E 1st StCouncil District(s): 4Event Description: A procession with Horses. Celebration of the Immaculate Conception of the Blessed Virgin Mary at St. Francis Xavier in Tulsa, OklahomaEvent Category: Procession/MarchEvent Includes: Amplified Sound, Public Right of Way, Lane Closure, Street Closure, Procession with HorsesAnticipated Attendance: Total: 500Per Day: 500Anticipated Participants: Total: 500Per Day: 500Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: St. Francis Xavier Catholic ChurchWebsite: <https://dioceseoftulsa.org/news/ever-ts-around-our-diocese>Chief Officer of Host Organization: Elmer RodriguezEmail and Phone: finance@stfrancisxavier-tulsa.org 918-592-6770Applicant Name: Elmer RodriguezEmail and Phone: vhuacuja0@gmail.com 918-592-6770

Professional Event Organizer:

Email and Phone:

On-site Contact: Elmer RodriguezMobile: 918-520-1502Billing Contact: St. Francis Xavier Catholic ChurchPhone: 918-592-6770Billing Address: 2434 E ADMIRAL BLVD S
Tulsa, OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>12/07/2025</u>	Time: <u>2:00 p.m.</u>
Street Closure for Event Setup:	Date: <u>12/07/2025</u>	Time: <u>3:00 p.m.</u>
Street(s) to be Closed for Event Setup:	<u>Road closure: E 1st St, S Delaware Ave., E 6th St, S Atlanta Ave</u>	
Event Start:	Date: <u>12/07/2025</u>	Time: <u>3:00 p.m.</u>
Street Closure for Event Start:	Date: <u>12/07/2025</u>	Time: <u>3:00 p.m.</u>
Street(s) to be Closed for Event Start:	<u>See Map</u>	
Run, Walk, Parade Start Time:	<u>3:00 p.m.</u>	
Daily Event Hours:	<u>3:00 p.m. to 5:00 p.m.</u>	
Event End:	Date: <u>12/07/2025</u>	Time: <u>5:00 p.m.</u>
Street Reopens after Event End:	Date: <u>12/07/2025</u>	Time: <u>5:00 p.m.</u>
Event Teardown:	Date: <u>12/07/2025</u>	Time: <u>5:00 p.m.</u>
Street Reopens after Event Teardown:	Date: <u>12/07/2025</u>	Time: <u>5:00 p.m.</u>

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>		
Number of Food Vendors:	<u>0</u>		
Number of Food Trucks:	<u>0</u>		
Food Cooked on-site:	<u>No</u>	Fuel(s) to be used:	
Number of Item Vendors:	<u>0</u>	Number of Service Vendors:	<u>0</u>
Number & Sizes of Tents:	<u>0</u>	Provider and Phone:	<u>N/A</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: TPD Special Events Unit (918) 586-6054

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

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

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

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

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

Parking Type: Paved Lot

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): N/A

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

Drone: No

Portable Toilets: No Provider and Phone: N/A

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: 0

Performer/Band name and music type: 0

Sound Amplification: Yes

Start Time: 3:00 P.M.

Finish Time: 5:00 P.M.

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

Loudspeakers

Sound checks conducted prior to the event: Yes

Start Time: 2:30 p.m.

Finish Time: 3:00 p.m.

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:

Sign handheld

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Volunteers with black trash bags to collect plastic from water bottles

Number of Trash Receptacles: 3

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

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: 10/14/2025 Date routed: 11/21/2025 Date for review: 12/3/2025
Special Events Committee Recommendation: Meeting Review Yes ☒ No ☐ 12/3/2025
Date routed to Mayor: 11/21/2025 Mayor's Recommendation: Yes ☒ No ☐ 12/03/2025
Date routed to Council: 11/21/2025 City Council Approval: Yes ☒ No ☐ 12/03/2025
Date Permit Issued: 12/06/2025 Comments: SEC Meeting 12/3/2025

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Ales



St. Francis Xavier
Catholic Church

E Admiral Blvd



S Lewis Ave

S Birmingham Ave

S Columbia Ave

S Delaware Ave

E 1st St

E 1st St

E 1st

E 2nd St S

E 2nd

E 3rd St

Unive
Tulsa Kinc



Dollar General

E 4th St

E 4th Pl

University Square
Apartments West

E 4th F

Kendall-Whittier
Elementary School



E 5th St

E 5th Pl

S Lewis Ave

S Delaware Ave

St. Antony

Antiochian Orthodox...



D
Cor

E 6th St

E 7th St

E 8th St

S Columbia Ave

E 8th S

The University of Tulsa