



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Kermés Santuario Diocesano GuadalupanoDate(s) of Event: Saturday, October 10, 2026Location Address: Start: 2515 E. First St.
End: 2515 E. First St.Council District(s): 1Event Description: Family-Friendly festival featuring food, live music, and entertainment. It will be held on Saturday, October 11th, 2026.Event Category: Festival/CelebrationEvent Includes: Amplified Sound, Live Entertainment, Private PropertyAnticipated 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@stfrancixavier-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: 918-592-6770Billing 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>10/10/2026</u>	Time: <u>10:00 a.m.</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	<u>N/A - Parking Lot</u>	
Event Start:	Date: <u>10/10/2026</u>	Time: <u>2:00 p.m.</u>
Street Closure for Event Start:	Date:	Time:
Street(s) to be Closed for Event Start:	<u>N/A - Parking Lot</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>2:00 p.m. - 11:00 p.m.</u>	
Event End:	Date: <u>10/10/2026</u>	Time: <u>11:00 p.m.</u>
Street Reopens after Event End:	Date:	Time:
Event Teardown:	Date: <u>10/10/2026</u>	Time: <u>11:00 p.m.</u>
Street Reopens after Event Teardown:	Date:	Time:

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>Yes</u>	Fuel(s) to be used:	<u>Gas</u>
Number of Item Vendors:	<u>0</u>	Number of Service Vendors:	<u>0</u>
Number & Sizes of Tents:	<u>6 - 10X10</u>	Provider and Phone:	<u>Parish will provide tents</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: Security will be volunteers from our Parish

Medical and/or First Aid Services: No Contact, Email and Phone: First aid volunteer nurse

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: ADA parking available, Paved Lot

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): Currently working on it; not available at this moment

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

Drone: No

Portable Toilets: Yes Provider and Phone: Currently working on rentals available for this day.

Total Number of Portable Toilets: 6 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other Event Information: See attachment(s). Due to weather or unforeseen circumstances, the timelines for activities (including relocation, if necessary) are subject to change.

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 5

Performer/Band name and music type: Type of Music: Mexican Regional Music

Group 1: Conjunto Massivo

Group 2: El Tpo Mexico

Group 3: Pablo Leos

Group 4: Explosion Musical

Group 5: Estilo Reyes

Sound Amplification: Yes

Start Time: 12:00 p.m. Finish Time: 11:00 p.m.

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

Sound system equipped for musical bands

Sound checks conducted prior to the event: Yes

Start Time: 1:00 p.m. Finish Time: 2:00 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: No Describe:

N/A

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Church Volunteers will help pick up trash and keep the area clean throughout the whole event.

Number of Trash Receptacles: 10

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: Church Volunteers

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: 09/02/2026 Date routed: 09/30/2026 Date for review: 10/05/2026

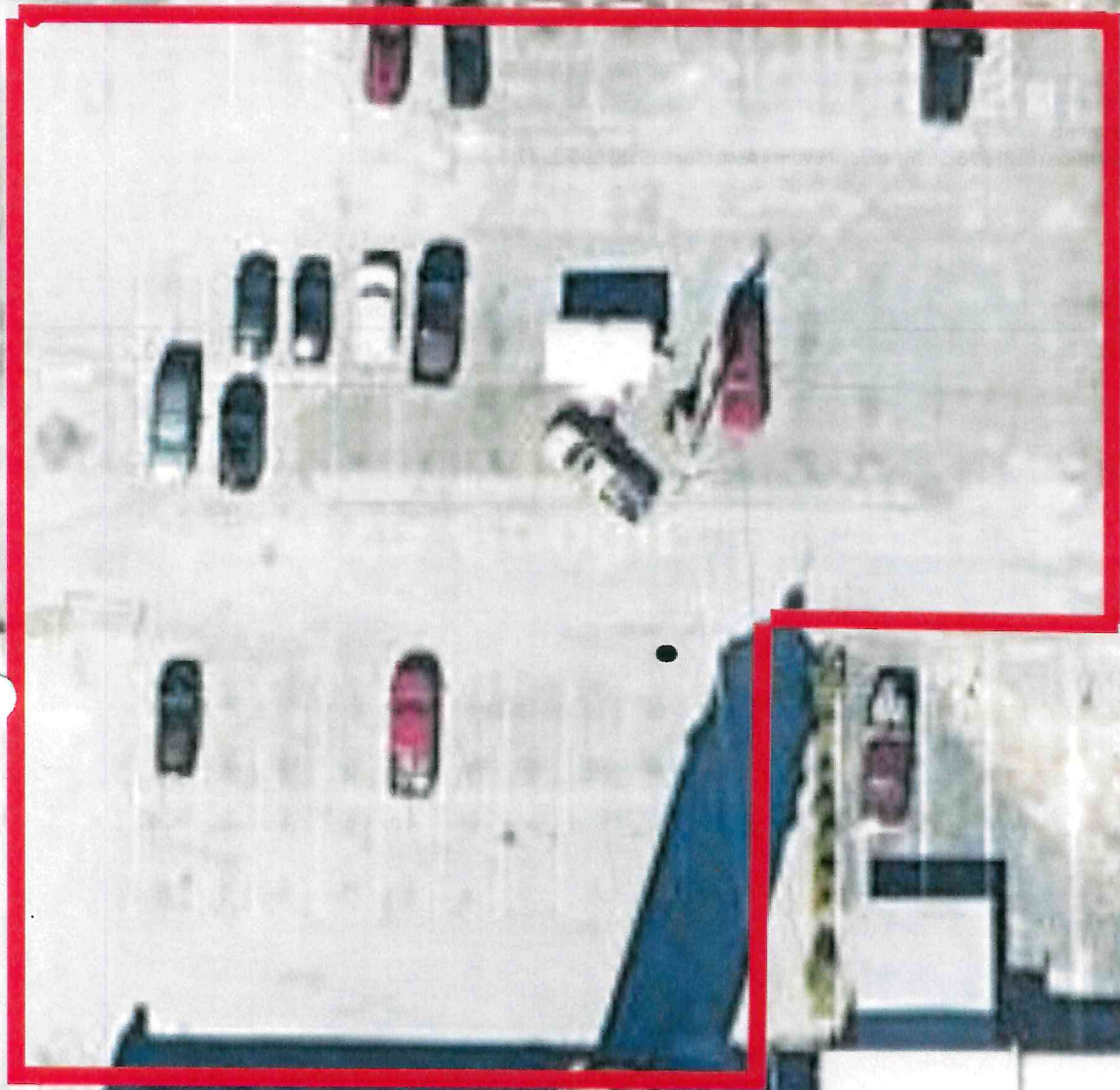
Special Events Committee Recommendation: _____ Yes ☐ No ☐ _____

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

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

Date Permit Issued: _____ Comments: SEC meeting 09/23/2026.

2510



St Francis Xavier Church



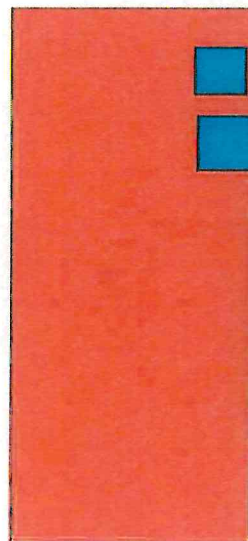
2511

1st Street



2515 E 1st St
Tulsa, OK 74104
CHURCH

STAGE



ACTIVITY CENTER

Food Area

E Admiral Blvd
