



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### ***Summary of Event***

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Name of Event: Live Passion of the Lord

Date(s) of Event: April 19, 2019

Location Address: 2515 E 1ST ST S

Council District(s): 4

Event Description: Parade around the neighborhood

**Event Category:** Procession/March

**Event Includes:** Amplified Sound, Public Right of Way, Live Entertainment, Food Sales, Private Property, Street Closure

Anticipated Attendance: Total: 300

Per Day: 300

Anticipated Participants: Total: 350

Per Day: 350

Number of Events for Monthly Event: No

### ***Host Organization, Applicant and Professional Event Organizer Information***

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Host Organization: St. Francis Xavier Church

Website: NA

Chief Officer of Host Organization: David Medina

Email and Phone: fr.davidmedina@yahoo.com 918-549-8000

Applicant Name: Melissa Hyde

Email and Phone: st.francixavier.church@hotmail.com 918-592-6770

Professional Event Organizer: NA

Email and Phone:

On-site Contact: David Medina

Mobile: 918-549-8000

Billing Contact: St. Francis Xavier Church

Phone: 918-592-6770

Billing Address: 2434 East Admiral Boulevard  
Tulsa OK 74110

### ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 04/19/2019 Time: 10:00am  
Street Closure for Event Setup: Date: 04/19/2019 Time: 11:30 am  
Street(s) to be Closed for Event Setup: Atlanta Ave between 1st St and the alley south of Admiral Blvd.

**Event Start:** Date: 04/19/2019 Time: 12:00 pm  
Street Closure for Event Start: Date: 04/19/2019 Time: 12:00 pm  
Street(s) to be Closed for Event Start: See Map  
Run, Walk, Parade Start Time: First Procession: Noon to 3 p.m.  
Second Procession: 8 to 10 p.m.

Daily Event Hours: Mass at 7:00pm

**Event End:** Date: 04/19/2019 Time: 10:00 pm  
Street Reopens after Event End: Date: 04/19/2019 Time: 10:00 pm  
**Event Teardown:** Date: 04/19/2019 Time: 11:00 pm  
Street Reopens after Event Teardown: Date: 04/19/2019 Time: 11:00 pm

### ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 0  
Food Cooked on-site: Yes Fuel(s) to be used: Gas  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number of Tents/Canopies: 0 Provider and Phone: NA  
Number of Inflatables: 0 Provider and Phone: NA  
Number of Amusement Rides: 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**

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Security and/or Police: Contact, Email and Phone: TPD Special Events Unit  
(918) 586-6054

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

Traffic Control Barricade Company: Contact, Email and Phone: NA

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

Crowd Management Fencing Company: Contact, Email and Phone: NA

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

Parking Type: Street, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

### **Sponsor and Other Event Information**

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Event Sponsor(s): Parish Groups

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:      Provider and Phone:

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

Equipment Setup: Date:                      Time:

Equipment Pickup: Date:                      Time:

Other information: Church will be open for restrooms

## **Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 1

Performer/Band name and music type: The leading truck will have a sound system

Sound Amplification: Yes

Start Time: 11:00 am

Finish Time: 11:00 pm

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

Speakers in the truck for parade, speakers inside the church, and Aztec dancers with their big drums

Sound checks conducted prior to the event: Yes

Start Time: 11:00 ar

Finish Time: 3:30 pm

Describe hot air balloons, fire lanterns or similar devices used at event:

NA

Describe the use of any signs, banners, decorations, or special lighting used at event:

NA

## **Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will have multiple trash cans throughout the event area, our groups will pick them up after

Number of Trash Receptacles: 5

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: TBD

## **Avidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 03/19/2019      Date routed: 04/04/2019      Date for review: 04/10/2019

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: Form and map revised 04/04/2019.

