



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

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

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Name of Event: Fundraising Festival

Date(s) of Event: September 7, 2024

Location Address: Start: 2515 E 1st St  
End: 2515 E 1st St

Council District(s): 4

Event Description: Annual fundraising concert for parish needs

**Event Category:** Concert/Performance

**Event Includes:** Amplified Sound, Tent/Canopy, Live Entertainment, Food Sales, Private Property

Anticipated Attendance: Total: 1000

Per Day: 1000

Anticipated Participants: Total: 0

Per Day: 0

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: <https://www.facebook.com/pages/St-Francis-Xavier-Church/11157673265598>

Chief Officer of Host Organization: Elmer Rodriguez

Email and Phone: finance@stfrancisxavier-tulsa.org 918-592-6770

Applicant Name: Elmer Rodriguez

Email and Phone: finance@stfrancisxavier-tulsa.org 918-592-6770

Professional Event Organizer:

Email and Phone:

On-site Contact: Corina Tejeda

Mobile: 918-904-2006

Billing Contact: Diocesan Shrine of Our Lady of Guadalupe

Phone: 918-592-6770

Billing Address: 2434 E ADMIRAL BLVD S  
Tulsa, OK 74104

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

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**Event Setup:** Date: 09/07/2024 Time: 10am  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: NA - Parking Lot

**Event Start:** Date: 09/07/2024 Time: 2pm  
Street Closure for Event Start: Date: Time:  
Street(s) to be Closed for Event Start: NA - Parking Lot  
Run, Walk, Parade Start Time: NA  
Daily Event Hours: 2 - 11pm

**Event End:** Date: 09/07/2024 Time: 11pm  
Street Reopens after Event End: Date: Time:

**Event Teardown:** Date: 09/07/2024 Time: 11pm  
Street Reopens after Event Teardown: Date: Time:

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 6  
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 & Sizes of Tents: TBD Provider and Phone: TBD  
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: NA

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

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Security and/or Police: No Contact, Email and Phone: NA

Medical and/or First Aid Services: No Contact, Email and Phone: Knowledge of 9-1-1 Access and CPR. First Aid Kit On-site

Traffic Control Barricade Company: No Contact, Email and Phone: NA

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Crowd Management Fencing Company: No 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): NA

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: On Call Services and Rentals (918) 397-7787

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

Equipment Setup: Date: 09/06/2024 Time: 4pm

Equipment Pickup: Date: 09/09/2024 Time: 12pm

Other Event Information: See Attachment

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 4

Performer/Band name and music type: Los Fugitivos  
Grupo Masivo  
Explosion Musical  
Tamborazo el Bravo

Sound Amplification: Yes

Start Time: 12pm

Finish Time: 11pm

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

Standard Band Equipment

Sound checks conducted prior to the event: No

Start Time: 2pm

Finish Time: 4pm

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

NA

Use of any signs, banners, decorations, or special lighting used at event: No Describe:

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: On site personal will do clean up, we will use our own dumpsters.

Number of Trash Receptacles: 8

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents

If not presented, please explain:

NA

**Affidavit 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: 07/24/2024      Date routed: 08/06/2024      Date for review: 08/21/2024

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 08/07/2024.

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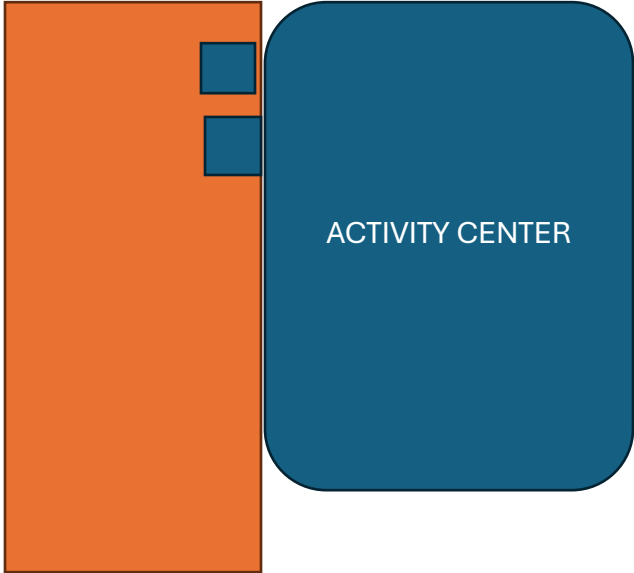
1<sup>st</sup> Street

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2515 E 1st St  
Tulsa, OK 74104  
CHURCH

STAGE



Food Area

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E Admiral Blvd