



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Fundraising Concert Date(s) of Event: 10/24/2024
 Location Address: Start: 2515 E 1st St Council District(s): 1
End: 2515 E 1st St
 Event Description: Fundraising concert for parish needs
Event Category: Concert/Performance
Event Includes: Amplified Sound, Live Entertainment, Private Property
 Anticipated Attendance: Total: 500 Per Day: 500
 Anticipated Participants: Total: 500 Per Day: 500
 Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: St. Francis Xavier Church Website: <https://discovermass.com/church/st-francis-xavier-tulsa-ok/>
 Chief Officer of Host Organization: Elmer Rodriguez
 Email and Phone: info@sfxtulsa.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: Elmer Rodriguez Mobile: 918-520-1502
 Billing Contact: Diocesan Shrine of Our Lady of Phone: 918-592-6770
Guadalupe
 Billing Address: 2434 E ADMIRAL BLVD S
Tulsa, OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/24/2024 Time: 12pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A - Parking Lot
Event Start: Date: 10/24/2024 Time: 8pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: N/A - Parking Lot
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 8 - 10pm
Event End: Date: 10/24/2024 Time: 10pm
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 10/24/2024 Time: 11pm
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 0 Provider and Phone: N/A
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: N/A

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

Security and/or Police: No Contact, Email and Phone: N/A

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: Street, Paved Lot

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): no

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

Drone: No

Portable Toilets: No Provider and Phone: N/A

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

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other Event Information: See Attachment

Entertainment and Related Activities

Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Hermana Gela

Sound Amplification: Yes

Start Time: 8pm

Finish Time: 10pm

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

Standard band equipment

Sound checks conducted prior to the event: Yes

Start Time: 6pm

Finish Time: 7pm

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: on site personnel 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: N/A

Presented Event Concept to:

Residents

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: 09/13/2024 Date routed: 10/12/2024 Date for review: 10/16/2024

Special Events Committee Recommendation: _____ Yes No _____

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

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

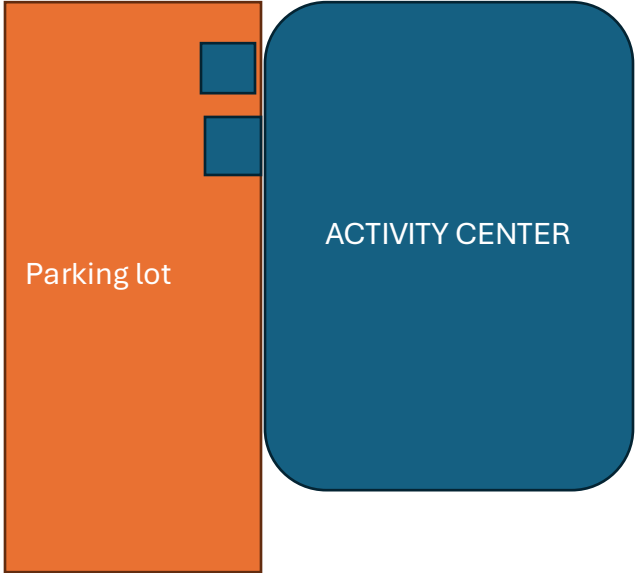
Date Permit Issued: _____ Comments: SEC meeting 10/16/2024.

1st Street



2515 E 1st St
Tulsa, OK 74104
CHURCH

STAGE



Food Area

E Admiral Blvd