



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Elote's Cinco De Mayo Street FestivalDate(s) of Event: May 3 - 5, 2025Location Address: Start: 500 S Boston Ave
End: 600 S Boston AveCouncil District(s): 4Event Description: Street Festival**Event Category:** Festival/Celebration**Event Includes:** Amplified Sound, Tent/Canopy, Beer/Alcohol Sales, Public Right of Way, Live Entertainment, Food Sales, No Parking Signage, Sidewalk Closure, Private Property, Street Closure, Street Festival, Alcohol, wrestling, tacosAnticipated Attendance: Total: 2000Per Day: 650Anticipated Participants: Total: 0Per Day: 0

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Elote Cafe and CateringWebsite: https://www.elotetulsa.com/Chief Officer of Host Organization: Libby BillingsEmail and Phone: libby@elotetulsa.com 918-582-1403Applicant Name: Brianna CarterEmail and Phone: billing@elotetulsa.com 918-582-1403

Professional Event Organizer:

Email and Phone:

On-site Contact: Brianna CarterMobile: 918-408-6992Billing Contact: Elote Cafe and CateringPhone: 918-582-1403Billing Address: 514 S Boston Ave
tulsa, OK 74127

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/02/2025 Time: 17:00
Street Closure for Event Setup: Date: 05/02/2025 Time: 08:00
Street(s) to be Closed for Event Setup: Boston Ave between 5th St and 6th St.
Event Start: Date: 05/03/2025 Time: 11:00
Street Closure for Event Start: Date: 05/02/2025 Time: 08:00
Street(s) to be Closed for Event Start: Boston Ave between 5th St and 6th St
Run, Walk, Parade Start Time: N/A
Daily Event Hours: Saturday 11:00 - Midnight
Sunday 11:00 - 21:00
Monday 15:00 - 22:00
Event End: Date: 05/05/2025 Time: 22:00
Street Reopens after Event End: Date: 05/06/2025 Time: 08:00
Event Teardown: Date: 05/05/2025 Time: 22:00
Street Reopens after Event Teardown: Date: 05/06/2025 Time: 08:00

Secondary Permits Required

Beer Sales, Alcohol Sales: Alcohol (Spirits) Sales, Beer Sales
Number of Food Vendors: 0
Number of Food Trucks: 1
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 4 Provider and Phone: Elote's own
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: Yes Contact, Email and Phone: First Strike, Ron Owens, 918-955-2502

Medical and/or First Aid Services: Yes Contact, Email and Phone: First aid kits, CPR certified staff

Traffic Control Barricade Company: Yes Contact, Email and Phone: Action Safety, Charlie, 918-234-8222

Equipment Setup: Date: 05/01/2025 Time: 18:00 Equipment Pickup: Date: 05/06/2025 Time: 07:00

Crowd Management Fencing Company: Yes Contact, Email and Phone: Cox Family, Bryce Cox 918-845-8499

Equipment Setup: Date: 05/03/2025 Time: 08:00 Equipment Pickup: Date: 05/06/2025 Time: 01:00

Parking Type: Street

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: Yes Provider and Phone: Bryce Cox, 918-845-8499

Total Number of Portable Toilets: 4 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 05/03/2025 Time: 08:00

Equipment Pickup: Date: 05/06/2025 Time: 01:00

Other Event Information: See Attachments

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: TBD

Finish Time: TBD

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

TBD

Sound checks conducted prior to the event: Yes

Start Time: TBD

Finish Time: TBD

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:

TBD

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Dedicated employees for trash pickup and disposal, blowers, and extra dumpster

Number of Trash Receptacles: 12

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, Businesses

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: 03/31/2025 Date routed: 04/17/2025 Date for review: 04/30/2025

Special Events Committee Recommendation: *Email Review 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 05/07/2025. Mayor agenda 04/23/2025. City Council agenda 04/30/2025. Site map created 04/17/2025. TCP map pending.

