



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Cavalcade Procession

Date(s) of Event: December 08, 2024

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

Council District(s): 1

Event Description: A Procession with horses. Celebration of the Immaculate Conception of the Blessed Virgin Mary at St. Francis Xavier in Tulsa, Oklahoma

Event Category: Procession/March

Event Includes: Amplified Sound, Public Right of Way, Lane Closure, Street Closure, Procession with Horses

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

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 Guadalupe

Phone: 918-592-6770

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

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 12/08/2024 Time: 3:00 pm
Street Closure for Event Setup: Date: 12/08/2024 Time: 3:30 pm
Street(s) to be Closed for Event Setup: Atlanta Ave between 1st St and Admiral Blvd
Event Start: Date: 12/08/2024 Time: 4:00 pm
Street Closure for Event Start: Date: 12/08/2024 Time: 4 pm
Street(s) to be Closed for Event Start: See Route Map
Run, Walk, Parade Start Time: Walk and Horses - 4:00 pm
Daily Event Hours: 4:00 - 6:00 pm
Event End: Date: 12/08/2024 Time: 6:00 pm
Street Reopens after Event End: Date: 12/08/2024 Time: 6:00 pm
Event Teardown: Date: 12/08/2024 Time: 6:00 pm
Street Reopens after Event Teardown: Date: 12/08/2024 Time: 6:30 pm

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: TPD Special Events Unit (918) 586-6054

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: Paved Lot

Transportation Service: No service

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

Sponsor and Other Event Information

Event Sponsor(s): no Sponsors

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

Drone: No

Portable Toilets: No Provider and Phone: N/A

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

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other Event Information: See Attachment

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: 4:00 pm

Finish Time: 6:00 pm

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

Microphone and Stereo

Sound checks conducted prior to the event: No

Start Time: N/A

Finish Time: N/A

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: There will be volunteers through out the Procession cleaning up as we go, especially after the horses

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 2

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Places of Worship

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

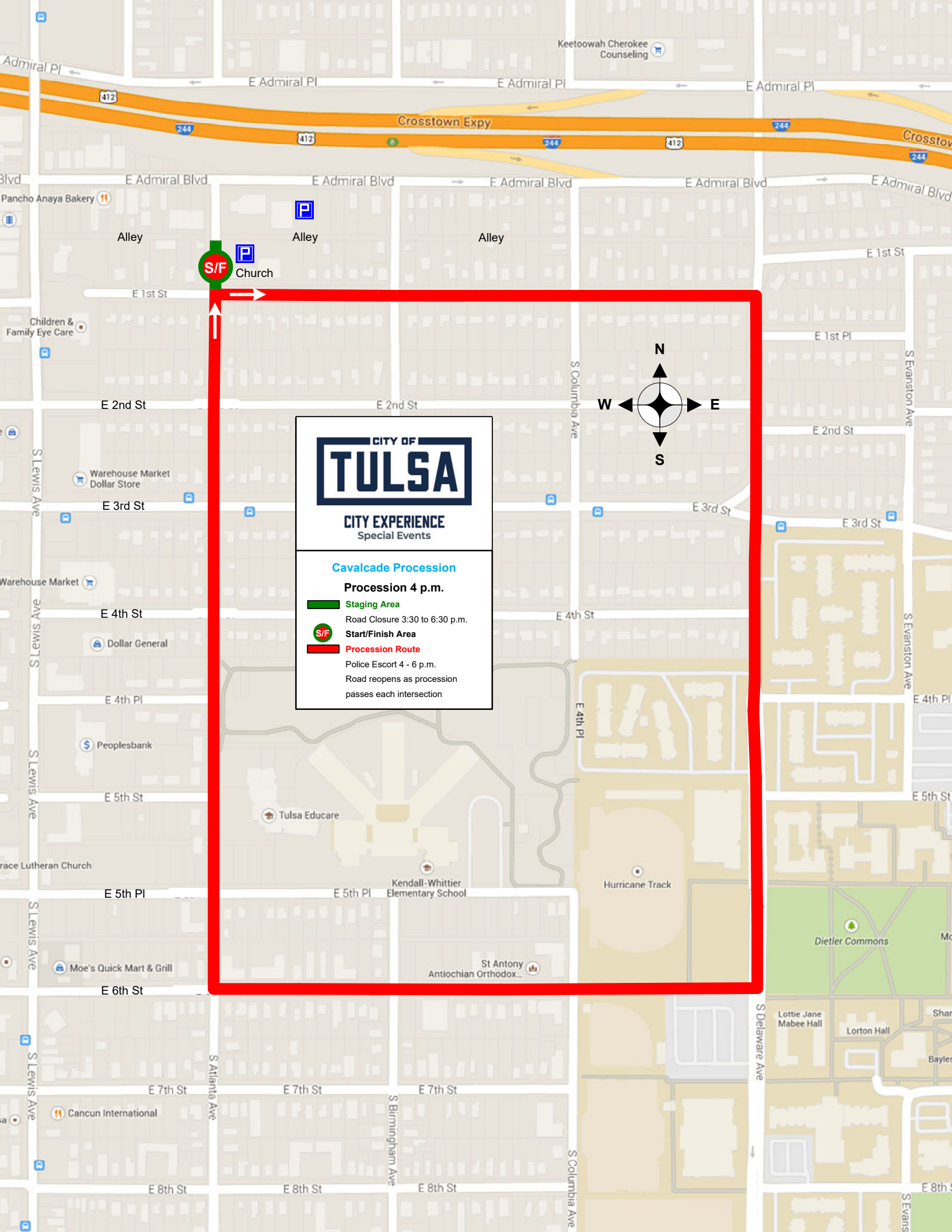
Date received: 11/12/2024 Date routed: 11/22/2024 Date for review: 12/04/2024

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 12/04/2024. Mayor agenda 12/04/2024. City Council agenda 12/04/2024. Application and map revised 11/22/2024.



CITY EXPERIENCE
Special Events

Cavalcade Procession

Procession 4 p.m.

-  **Staging Area**
Road Closure 3:30 to 6:30 p.m.
-  **Start/Finish Area**
-  **Procession Route**
Police Escort 4 - 6 p.m.
Road reopens as procession passes each intersection

