



Current Date July 11, 2023

Applications are processed in the order received - preference given to long standing events.

Event Name Fiestas De Las Americas Festival and Parade

Expected Attendance 10,000

Event Coordinator Gloria Torres / Yareli Ramirez

Email Address Director@historiccapihill.com and Events@Historiccapihill.com

Mailing Address 319 SW 25th Street. Oklahoma City, OK 73109

Phone 405-768-5465 Fax \_\_\_\_\_

Event Address/Location SW 25th on Robinson and Walker

Event Start Day/Date Saturday, September 30, 2023 Event Start Time 9:00am

Event End Day/Date Saturday, September 30, 2023 Event End Time 10:00pm

Set-up Day/Date Friday, September 29, 2023 Start Time 3:00pm End Time \_\_\_\_\_

Tear-down Day/Date Saturday, September 30, 2023 Start Time \_\_\_\_\_ End Time 12:00am

### Street Closure Times (if applicable)

Closure Day/Date Friday, September 29, 2023 Time 3:00pm

Reopening Day/Date Saturday, September 30, 2023 Time 11:00pm

### Event description (activities, exact location, etc.). Please also submit an event site map.

Fiestas De Las Americas is a day long street festival that includes live stage performances,

business expo, cultural pop up shops, food trucks and cultural performances.

The festival is held in Capitol Hill between SW 25th and Robinson and Walker Ave.

In addition, the festival will kick off with the Parade of the Americas. Starting in it's new route, at

the East side of the Lower Scissortail Park at SW 11th and Robinson. The route will continue south

on Robinson to SW 25th, then west on 25th to Hudson Ave.

Is this an annual event? Yes If yes, how many years? 18

How many vendors will sell items at your event (retail, food, beverages, etc.)?

☐ None ☐ 1 ☐ 2-10 ☐ 11-25 ☐ 26-50 ☒ 50+

Please note: the deadline for the food vendor list is a strict **10 business days** prior to the event.



**Event includes (mark all that apply):**

- |                                                       |                                                                    |                                                           |
|-------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------|
| <input checked="" type="checkbox"/> Block party       | <input checked="" type="checkbox"/> Street closure                 | <input type="checkbox"/> Assembly event (First Amendment) |
| <input checked="" type="checkbox"/> Beverage sales    | <input type="checkbox"/> Procession                                | <input type="checkbox"/> Residential area                 |
| <input checked="" type="checkbox"/> Alcohol sales     | <input checked="" type="checkbox"/> Parade                         | <input checked="" type="checkbox"/> Non-residential area  |
| <input checked="" type="checkbox"/> Food sales        | <input type="checkbox"/> Amplified sound                           | <input type="checkbox"/> Parklet                          |
| <input checked="" type="checkbox"/> Merchandise sales | <input checked="" type="checkbox"/> Live entertainment             | <input type="checkbox"/> Athletic event                   |
| <input checked="" type="checkbox"/> Street activities | <input checked="" type="checkbox"/> Electrical wiring/generator(s) | <input type="checkbox"/> Filming                          |

**Number of tents** 50

**Size of tent(s)** 10x10

Please note: the application deadline for ABLE (alcohol) licenses is 60 days prior to the event.

**Emergency primary contacts during event:**

Name Gloria Torres

Name Yareli Ramirez

Mobile 405 250-3232

Mobile 405-408-9976

E-mail director@historiccapiitolhill.com

E-mail events@historiccapiitolhill.com

**Event Coordinator Signature**

*[Handwritten Signature]*

*(By signing this permit, the event coordinator and their organizing partners agree to abide by the applicable general rules of application listed and the applicable laws referenced under City of Oklahoma City Municipal Code Chapters 50 and 60)*

**RETURN COMPLETED FORM**

Via U.S. Postal Special Events - Public Information & Marketing 200 N. Walker, OKC, OK 73102

Via E-Mail specialevents@okc.gov (preferred method)

Via Fax (405) 297-3124

**Questions? Call Special Events Permit Office (405)297-2890**

**SPECIAL EVENTS OFFICE USE**

Staff comments:

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**Special Events Office Approval**



The City of  
**OKLAHOMA CITY**

## SPECIAL EVENTS

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### EVENT SCHEDULE

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**EVENT NAME** - Fiestas De Las Americas Festival and Parade

**ORGANIZER** - Gloria Torres

**CONTACT(S)**: director@historicapitolhill.com (405)-768-5465  
Events@historicapitolHill.com (405)-408-9976

Date	Time	Description
9/29/23	3:00 PM	Street Closure on SW 25th between Robinson and Walker
	4:00 PM	Main Stage and Festival stage are set up
9/30/23	9:00 AM	Main Stage and Festival stage Final set up
	9:30 AM	Vendor Booths and Tent set up
	11:00 AM	Parade of the Americas kicks off at SW 15th and Robinson
	12:00 PM	Festival vendors open, live entertainment begins
	10:00 PM	Live entertainment ends , event closes
	10:30 PM	Tear down begins
	12:00 AM	Streets Open back up

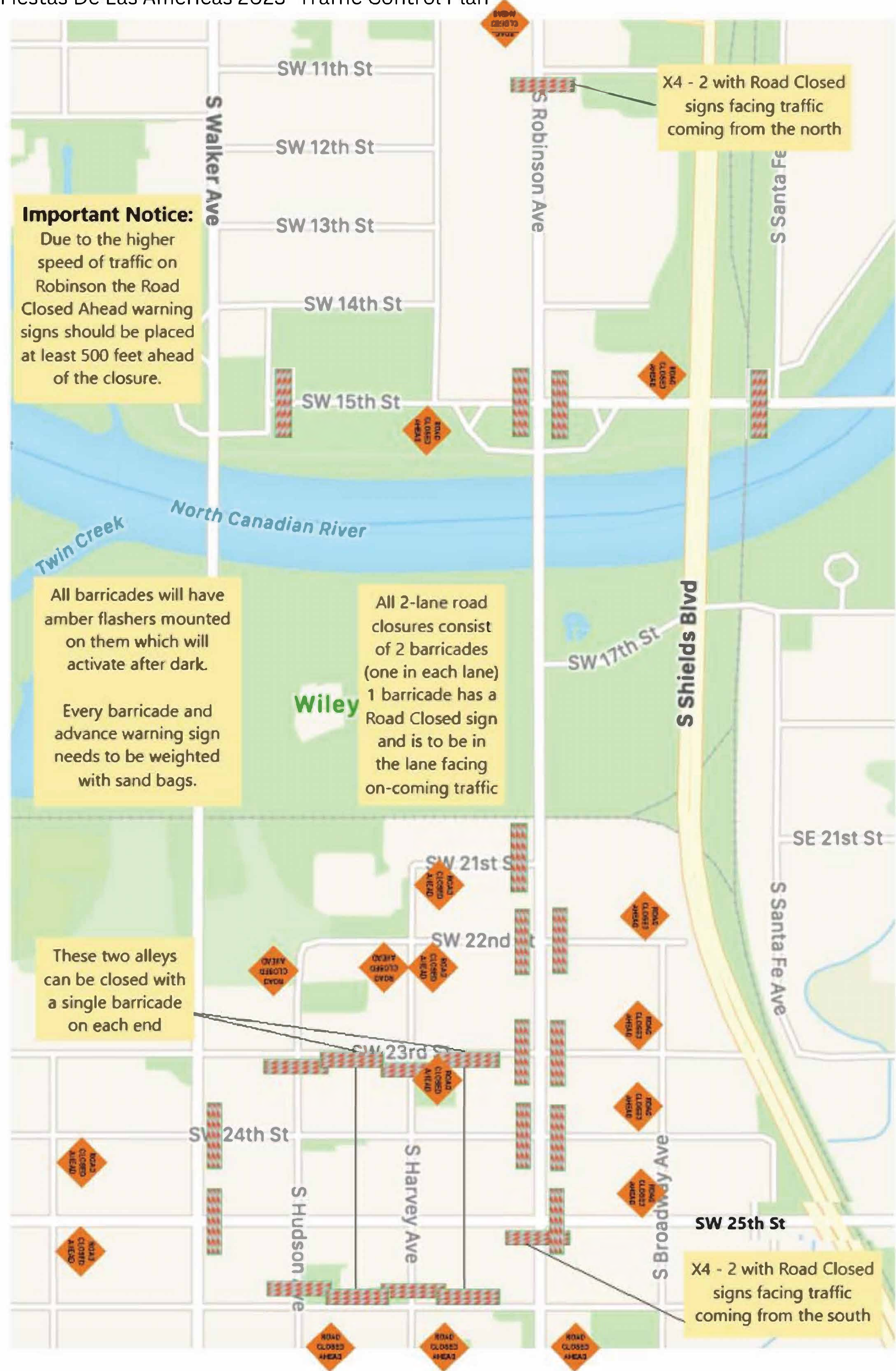
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Find additional info and forms @ [www.okc.gov/specialevents](http://www.okc.gov/specialevents)

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Fiestas De Las Americas 2023- Traffic Control Plan





# EXHIBIT A-2 & B-2

## Event Site Legend



Music Stage /  
Entertainment



Kid/Family Attractions



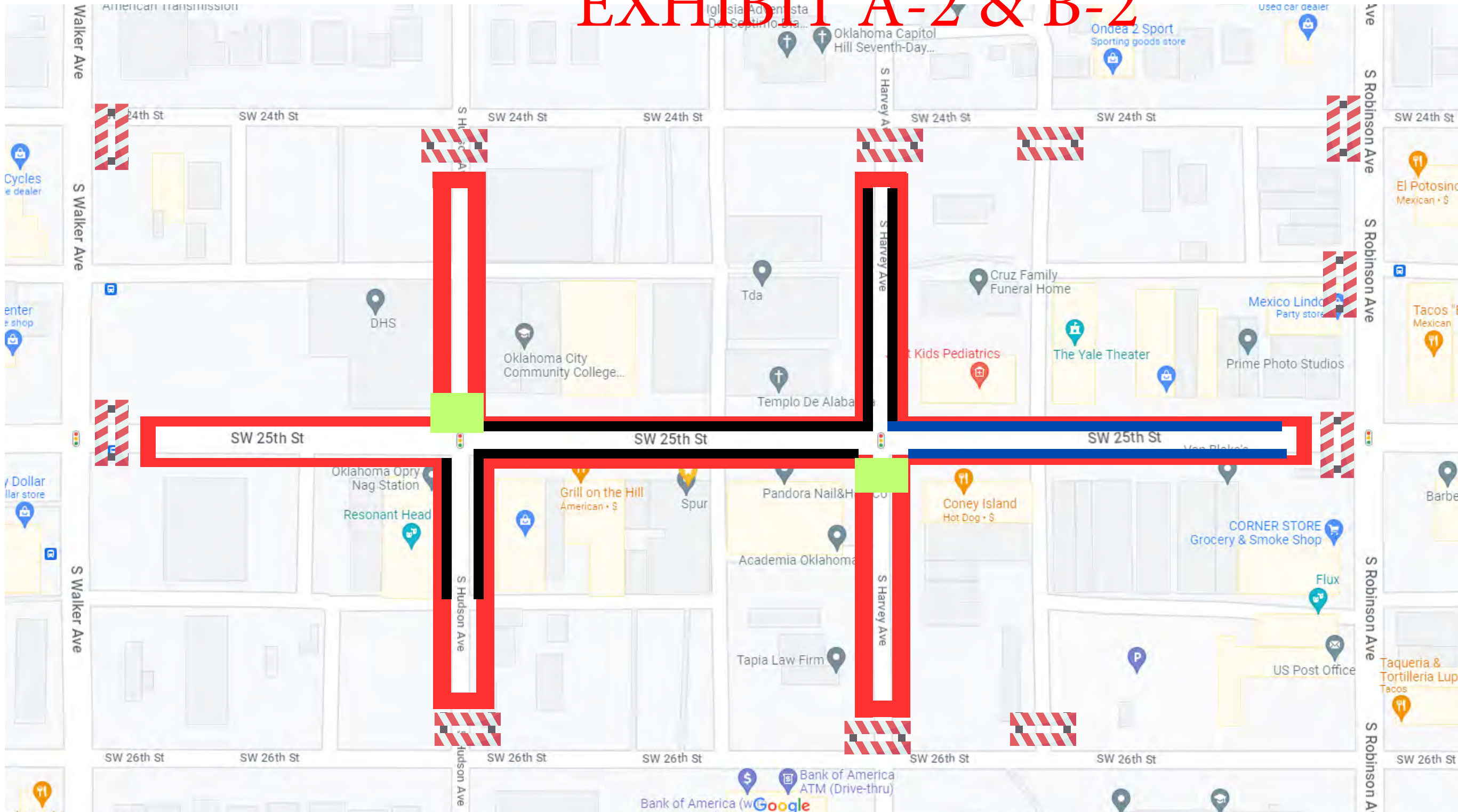
Vendor Booth Areas



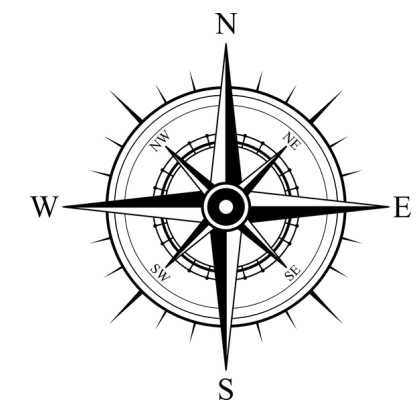
Event Roadway and  
Lane Closure Limits



Road Closure Points  
Type III Barricades

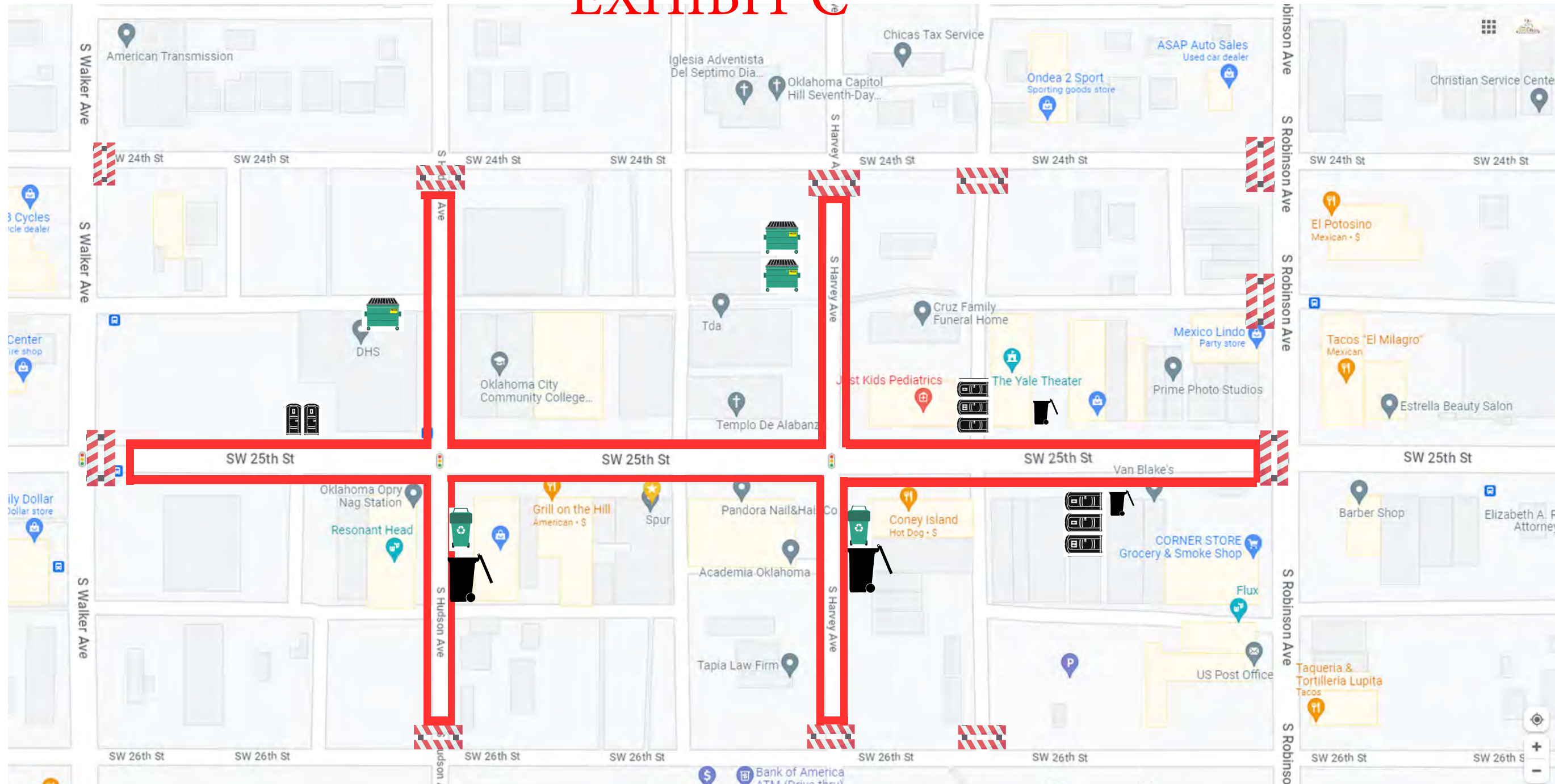


## Fiestas De Las Americas Event Site Map





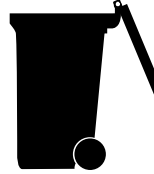





# EXHIBIT C



## Event Site Legend

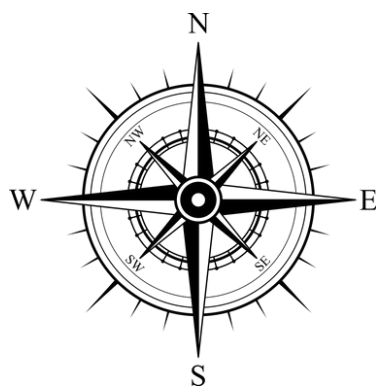
### Waste management

-  Event Roadway and Lane Closure Limits
-  Road Closure Points Type III Barricades
-  Medium sized Trash Can
-  Large dumpster
-  Plastic bottle recycling
-  Portable restrooms

## Fiestas De Las Americas Event Site Map

For FDLA waste management:

- We will be have over 8 portable restrooms available to the public. They will be located in the alley ways; next to the Yale event center and Van Blakes on 25th street.
- Our large dumpsters will be located behind our stages on Harvey Ave. and Hudson Ave.
- We will have multiple smaller sized trash cans trough out the event



**Emergency Contact Sheet**  
**Calle Dos Cinco – Historic Capitol Hill District**

Name: Yareli Ramirez  
Position: Project Manager  
Email: Events@historiccapitolhill.com  
Work Phone: (405)-768-5465  
Personal contact: (405)-408-9976

Name: Gloria Torres  
Position: Executive Director  
Email: director@historiccapitolhill.com  
Work Phone: (405)-768-5465  
Personal contact: (405)-250-3232

Name: Veronica Guerrero  
Position: Administrative Assistant  
Email: assistant@historiccapitolhill.com  
Work Phone: (405)-768-5465  
Personal contact:



The City of  
**OKLAHOMA CITY**

## SPECIAL EVENTS

Consent Affidavit confirms that you have received street closure approvals from property owners for the street closure. Signed petition form, emails or letters are accepted forms of consent.

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### AFFIDAVIT OF CONSENT FROM, AND NOTICE TO, PROPERTIES ABUTTING EVENT

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## AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, Yareli Ramirez

Name

as event coordinator of the Fiestas De Las Americas

Event Name

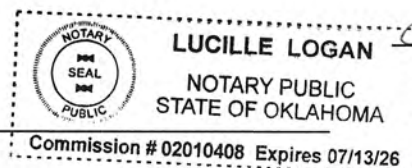
hereby certify that all required property owners abutting the street closure for the named event **have**  
**been notified in writing and have provided consent** that the right-of-way be closed Sept. 29 & 30, 2023  
date(s)

*[Signature]*  
Signature

Aug. 31, 2023  
Date

Subscribed and sworn before me this 31st day of August, 2023.

My commission expires \_\_\_\_\_



*[Signature]*  
Notary Public





The City of  
**OKLAHOMA CITY**

## SPECIAL EVENTS

Written Notice Affidavit to properties abutting event.  
The written notice affidavit confirms that you have provided written notice (via postcard, letter) to property owners along running route/course.

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### AFFIDAVIT OF WRITTEN NOTICE TO PROPERTIES ABUTTING EVENT

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## AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, Yareli Ramirez  
Name

as event coordinator of Fiestas De las Americas  
Event Name

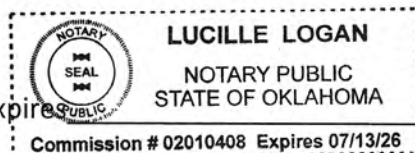
hereby certify that property owners abutting the named event **have been notified in writing that the right-of-way will be closed** (date(s)) Sept. 29 & 30 2023.

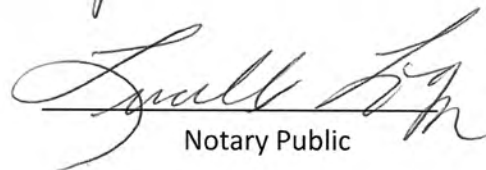
  
Signature

Aug. 31. 2023  
Date

Subscribed and sworn before me this 31st day of August, 2023.

My commission expires



  
Notary Public



The City of  
**OKLAHOMA CITY**

## SPECIAL EVENTS

Page 1

Approvals for street closures can be received either by signing this petition or via letters or e-mails.

### STREET CLOSURE PETITION

#### EXAMPLE:

Agree	Disagree	Signature of property owner or lessee	Street address & business name (if applicable)
x		<i>John Smith</i>	1234 Street Name, OKC
x		Mary Joseph	letter attached 3456 Street Name, OKC
x		Jane Doe	e-mail attached - 91011 Street Name, OKC
x		<i>Peter Paul</i>	Pizza Palace - 5678 Street Name, OKC

We, the undersigned, have been notified of street closures associated with the event noted and agree or disagree with the closure. I understand that if I have concerns about the proposed closure, I can contact the event organizer or contact Oklahoma City's Special Events Office at (405) 297-2890

Event Name Fiestas De Las Americas

Event Date(s) September 30th, 2023

Event Time(s) 10:00am - 10:00pm

Event Contact Name Gloria Torres, and Yareli Ramirez

Agree	Disagree	Signature of property owner or lessee	Street address & business name (if applicable)
<input checked="" type="checkbox"/>		<i>[Signature]</i>	Resonant Head 400 SW 25th St STE A, Oklahoma City, OK 73109
<input checked="" type="checkbox"/>		<i>[Signature]</i>	Capitol Hill Graffiti 330 SW 25th St, Oklahoma City, OK 73109
			Rival Boxing Gym S Hudson Ave, Oklahoma City, OK 73109
<input checked="" type="checkbox"/>		<i>[Signature]</i>	Grill on the Hill 324 SW 25th St, Oklahoma City, OK 73109
			Leyva's Jewelry 318 W Commerce St, Oklahoma City, OK 73109
<input checked="" type="checkbox"/>		<i>[Signature]</i>	Spur Design 312 SW 25th St, Oklahoma City, OK 73109
<input checked="" type="checkbox"/>		<i>[Signature]</i>	Banta Property Group 308 SW 25th St, Oklahoma City, OK 73109
<input checked="" type="checkbox"/>		<i>[Signature]</i>	Pandora Nail&Hair Co. 304 SW 25th St, Oklahoma City, OK 73109
<input checked="" type="checkbox"/>		<i>[Signature]</i>	Coney Island 240 SW 25th St, Oklahoma City, OK 73109
<input checked="" type="checkbox"/>		<i>[Signature]</i>	Human Services Center Oklahoma County 440 Commerce St, Oklahoma City, OK 73109
<input checked="" type="checkbox"/>		<i>[Signature]</i>	Oklahoma City Community College - Capitol Hill Center 325 SW 25th St, Oklahoma City, OK 73109
<input checked="" type="checkbox"/>		<i>[Signature]</i>	Community Action Agency of Oklahoma City 319 SW 25th St, Oklahoma City, OK 73109

Find additional info and forms @ [www.okc.gov/specialevents](http://www.okc.gov/specialevents)





The City of  
**OKLAHOMA CITY**

## SPECIAL EVENTS

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### STREET CLOSURE PETITION

Agree	Disagree	Signature of property owner or lessee	Street address & business name (if applicable)
			Templo De Alabanza 301 SW 25th St, Oklahoma City, OK 73109
X		<i>A. [Signature]</i>	Just Kids Pediatrics 235 SW 25th St, Oklahoma City, OK 73109
X		<i>Don Burt</i>	Cruz Family Funeral Home 2512 S Harvey Ave. Oklahoma City, OK 73109
			2506 S Harvey Ave. Oklahoma City, OK 73109
			The Yale Theater 227 SW 25th St, Oklahoma City, OK 73109
X		<i>Tenell of [Signature]</i>	Prime Photo Studios 209 SW 25th St, Oklahoma City, OK 73109
X		<i>[Signature]</i>	San Nacho's Bar 213 SW 25th St, Oklahoma City, OK 73109
X		<i>Salvador Arriola</i>	Tacos "El Milagro" 2534 S Robinson Ave, Oklahoma City, OK 73109
X		<i>Rita E. Jabele</i>	Van Blake's Inc 210 SW 25th St, Oklahoma City, OK 73109
X		<i>Mmm [Signature]</i>	AV Barber shop 234 SW 25th St, Oklahoma City, OK 73109
			214 SW 25th St, Oklahoma City, OK 73109 ✓
			206 SW 25th St, Oklahoma City, OK 73109
X		<i>Dev Sn</i>	CORNER STORE Discount Food & Tobacco 200 SW 25th St, Oklahoma City, OK 73109
			Prime Time 209 SW 25th St, Oklahoma City, Ok 73109
			215 SW 25th St, Oklahoma City, Ok 73109 ✓
			216 SW 25th St, Oklahoma City, OK 73109
			220 SW 25th St, Oklahoma City, OK 73109
			VHA 222 Commerce St, Oklahoma City, OK 73109
			226 SW 25th St, Oklahoma City, OK 73109
			2516 S Harvey Ave, Oklahoma City, OK 73109
X		<i>[Signature]</i>	Shel Slay Nails 236 SW 25th St, Oklahoma City, OK 73109 ✓
			Autobuses Mares 238 SW 25th St, Oklahoma City, OK 73109 ✓
			Mexico Transfers, Inc. 202 SW 25th St, Oklahoma City, OK 73109

Find additional info and forms @ [www.okc.gov/specialevents](http://www.okc.gov/specialevents)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Standard Lines Services a Division of Graham-Rogers 501 SE Frank Phillips Blvd, Ste 100  Bartlesville OK 74003	<b>CONTACT NAME:</b> <b>PHONE (A/C No. Ext):</b> (800) 570-0767 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>
<b>INSURED</b> Olde Capitol Hill Council Inc DBA Capitol Hill Main Street 319 SW 25th St  Oklahoma City OK 73109	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Mount Vernon Fire Ins Co <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 26522

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		SE 2019802	09/29/2023	10/02/2023	EACH OCCURRENCE \$ \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ \$100,000 MED EXP (Any one person) \$ \$1,000 PERSONAL & ADV INJURY \$ \$1,000,000 GENERAL AGGREGATE \$ \$1,000,000 PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability	Y		SE 2019802	09/29/2023	10/02/2023	\$1,000,000 ea common cause/\$1,000,000 agg

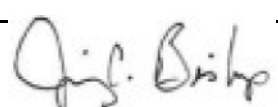
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The following forms apply to City of Oklahoma City and its Trusts.

GENERAL LIABILITY: Blanket Additional Insured when required by written contract (L 820 12-18) Blanket Primary/Non-Contributory when required by written contract (L 820 12-18)

## CERTIFICATE HOLDER

## CANCELLATION

City of Oklahoma City ATTN: Donna Cervantes  420 West Main Street, Ste 900  Oklahoma City OK 73102	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
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