



The City of
OKLAHOMA CITY

SPECIAL EVENT PERMIT

Current date August 1, 2022

Applications processed in the order received / Preference given to long-standing events

Event Fiestas De Las Americas Festival and Parade

Expected number of participants 10,000

Event coordinator(s) Gloria Torres / Ericka Herrera

Email address + address director@historiccapitolhill.com 319 SW 25th St. OKC OK 73109

Phone 405 632-0133

Fax _____

Event Start: Day/Date Saturday, October 1, 2022 Time 10:00 AM

Event End: Day/Date Saturday, October 1, 2022 Time 10:00 PM

Setup: Day/Date Friday, September 30, 2022 Start time 3:00 PM End time _____

Teardown: Day/Date Saturday, October 1, 2022 Start time _____ End time 12:00 AM

Street Closure Times (if applicable)

Closure: Day/Date Friday, Sept. 30, 2022 Time 3:00 PM

Reopening: Day/Date Saturday, Oct. 1, 2022 Time 11:00 PM

Event description (activities, exact location or address, 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? 17

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.



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Event Includes:

- | | | |
|-------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------|
| <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 50Size of tent(s) 10x10

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

Primary contacts (during event):

Name Gloria Torres
mobile 405 250-3232
email director@historiccapitolhill.com

Name Ericka Herrera
mobile 405 754-0695
email events@historiccapitolhill.com

Event Coordinator 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 to: Special Events – Public Information & Marketing, 200 N Walker, OKC, OK 73102
email: specialevents@okc.gov office 405-297-2890 fax 405-297-3124

SPECIAL EVENTS OFFICE USE

Staff comments

Special Events Office Approval _____



The City of
OKLAHOMA CITY

SPECIAL EVENTS

EVENT SCHEDULE

EVENT NAME - Fiestas De Las Americas

ORGANIZER - Gloria Torres

CONTACT(S): director@historiccapitolhill.com (405) 632-0133

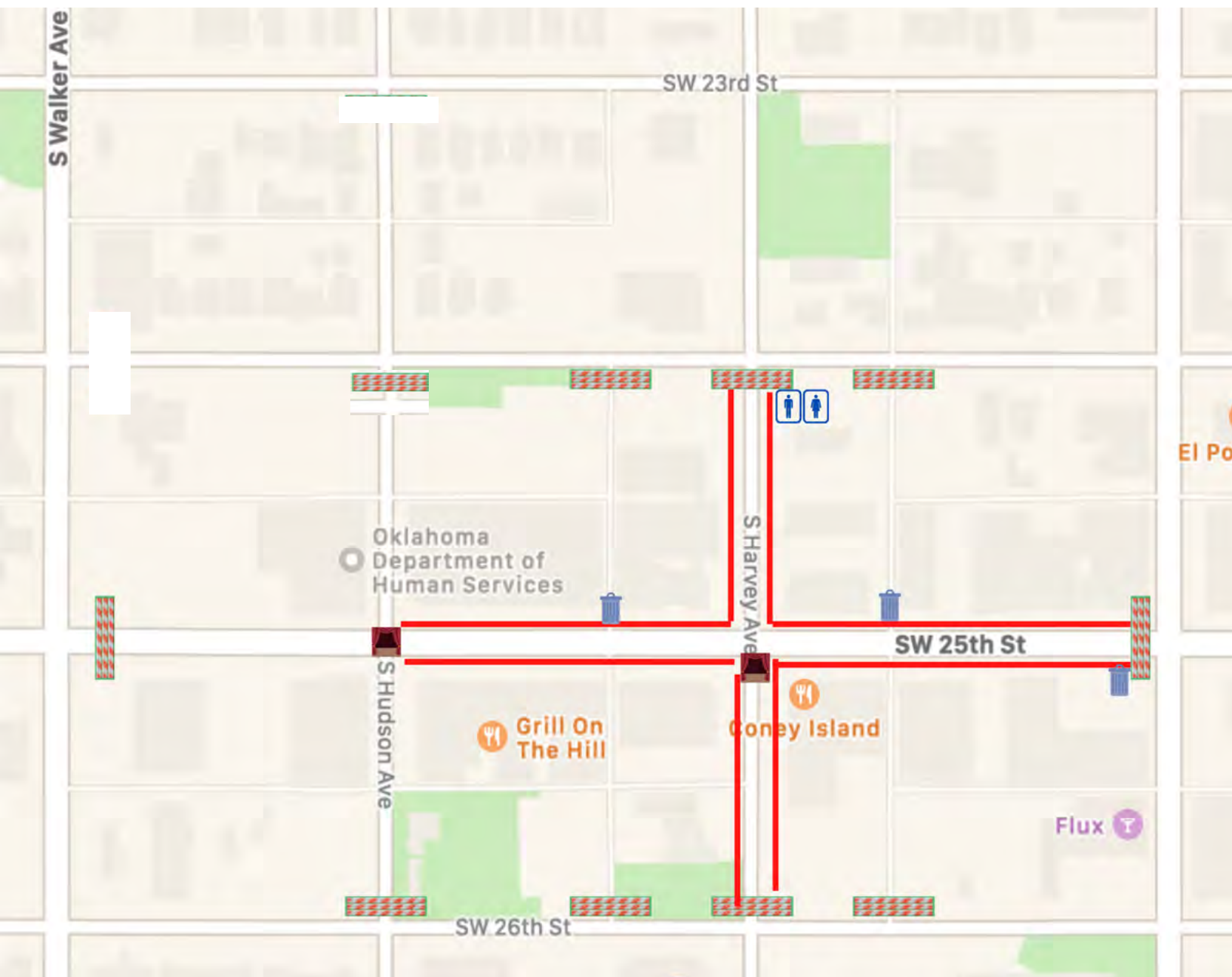
Date	Time	Description
9/30/22	3:00 PM	Street Closure on SW 25th between Robinson and Walker
9/30/22	4:00 PM	Festival stage set up
10/01/22	10:00 AM	Parade of the Americas kicks off at SW 15th and Robinson
10/01/22	12:00 PM	Festival vendors open, live entertainment begins
10/01/22	10:00 PM	Live entertainment ends , event closes
10/01/22	10:30 PM	Tear down begins
10/01/22	11:30 PM	Streets Open back up

Find additional info and forms @ www.okc.gov/specialevents

Fiestas de Las Americas
Saturday, October 1st, 2022
Gloria Torres
405-632-0133

Exhibits A, B-1 & C

Vendor Corridor Event Site Map



Stage



Solid waste containers to be placed
along SW 25th st. and throughout
event area



Public portable
restrooms

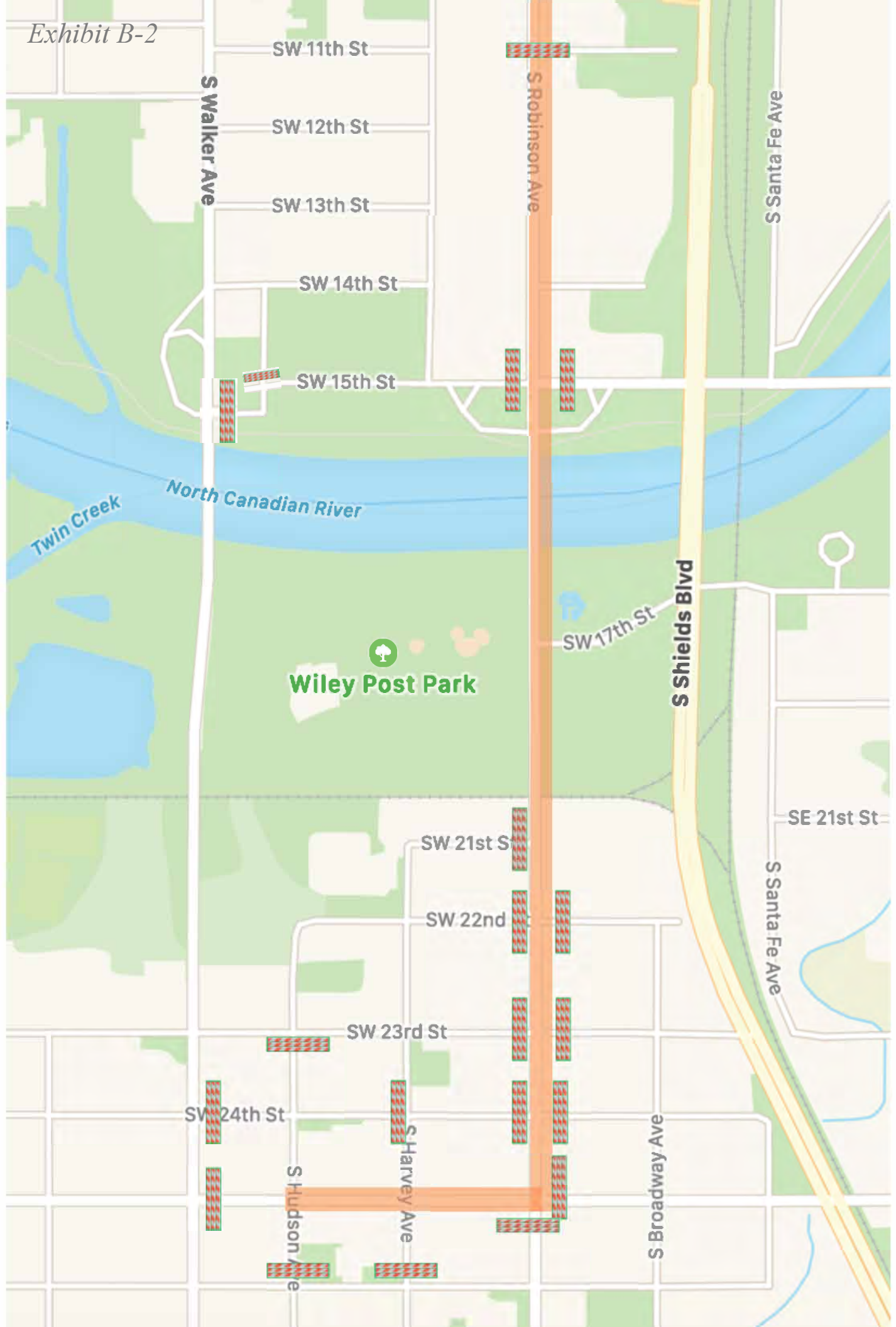


Event roadway closure
limits



Barricades

Exhibit B-2





August 1, 2022

RE: FIESTAS DE LAS AMERICAS
Parade of the Americas - SPECIAL EVENT PERMIT
Event Map ATTACHED

Dear Capitol Hill Neighbor and/or Property Owner,

I, Gloria Torres, on behalf of the Calle Dos Cinco in Historic Capitol Hill Board of Directors, am the Event Coordinator for the **Fiestas of the Americas** to be held on, **October 1st from 9:00 A.M. to 2:30 P.M.**, with street closures occurring. I have requested that The City of Oklahoma City issue a Revocable Right-of-Way Permit to allow S. Robinson, between S.W. 10th Street to S.W. 25th street to be closed to public use for the Event between 8:00 A.M. and 12:00 P.M. Traffic will reopen to the public after the parade passes and the participants are safely past. See map for details.

This letter gives written notice of the Event. No response is necessary to give your consent. However, your written objection to closing the street should be provided to me within ten (10) working days of your receipt of this letter. If you do not respond in writing within ten working days from receipt of this letter, you will be counted as consenting to this request.

Thank you,

Gloria Torres,
Executive Director
Calle Dos Cinco in Historic Capitol Hill
319 SW 25th St.
Oklahoma City, OK 73109
405 632-0133 o
405 250-3232 c
Follow us! @CalleDosCinco
www.HistoricCapitolHill.com



August 1, 2022

RE: FIESTAS DE LAS AMERICAS - SPECIAL EVENT PERMIT
Event Map ATTACHED

Dear Capitol Hill Neighbor and/or Property Owner,

I, Gloria Torres, on behalf of the Calle Dos Cinco in Historic Capitol Hill Board of Directors, am the Event Coordinator for the **Fiestas of the Americas** to be held on, **September 30th from 3:00 p.m. to October 1st 10:00 p.m.**, with street closures occurring. I have requested that The City of Oklahoma City issue a Revocable Right-of-Way Permit to allow SW 25th St, between S. Walker Ave., and Robinson Ave. to be closed to public use for the Event. Traffic will reopen to the public after the event ends and the event participants are safely past. See map for details.

This letter gives written notice of the Event. No response is necessary to give your consent. However, your written objection to closing the street should be provided to me within ten (10) working days of your receipt of this letter. If you do not respond in writing within ten working days from receipt of this letter, you will be counted as consenting to this request.

Thank you,

Gloria Torres,
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1 de agosto 2022

RE: FIESTAS DE LAS AMERICAS - PERMISO DE EVENTO ESPECIAL
Mapa del evento ADJUNTO

Estimado vecino de Capitol Hill y / o propietario de la propiedad,

Yo, Gloria Torres, en nombre de la Junta Directiva de Calle Dos Cinco en el Histórico Capitol Hill, soy la Coordinadora del Evento **Fiestas de las Américas** que se llevará a cabo el **30 de Septiembre de 3:00 p.m. a Octubre 1^{ro} 10:00 p.m.** He solicitado que la Ciudad de Oklahoma City emita un Permiso de Derecho de Vía Revocable para permitir que los carriles de SW 25th St. Entre S. Walker Ave., y Robinson Ave. se cierren al uso público para el Evento. El tráfico se volverá a abrir al público tan pronto como los participantes del evento hayan alojado sin peligro. Ver mapa para más detalles.

Esta carta da aviso por escrito del evento. No se necesita respuesta para dar su consentimiento. Sin embargo, Solicito su objeción por escrito dentro de los diez (10) días de la recepción de esta carta. Si no responde por escrito dentro de los diez días de la recepción de esta carta, se le considerará como consentimiento para esta solicitud.

Gracias,

Gloria Torres,
Executive Director
Calle Dos Cinco in Historic Capitol Hill
319 SW 25th St.
Oklahoma City, OK 73109
405 632-0133 o
405 250-3232 c
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The City of
OKLAHOMA CITY

SPECIAL EVENTS

AFFIDAVIT OF WRITTEN NOTICE TO PROPERTIES ABUTTING EVENT

AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, Clorin Torres
Name

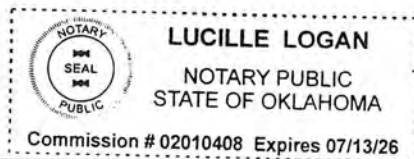
as event coordinator of Fiestas De Las Americas
Event Name

hereby certify that property owners abutting the named event have been notified in writing that the right-of-way will be closed (date(s)) Oct. 1, 2022.

[Signature]
Signature

9/13/22
Date

Subscribed and sworn before me this 13th day of September, 2022.



[Signature]
Notary Public

My commission expires _____



The City of
OKLAHOMA CITY

SPECIAL EVENTS

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

AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, Gloria Torres

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 10-1-22

date(s)

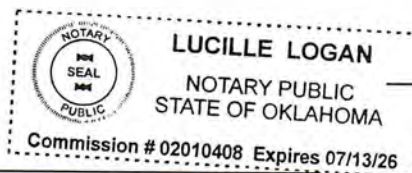
[Signature]

Signature

9/13/22

Date

Subscribed and sworn before me this 13th day of September 2022.



[Signature]
Notary Public

My commission expires _____



The City of
OKLAHOMA CITY

SPECIAL EVENTS

STREET CLOSURE PETITION

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 297-2890.

EVENT / CONTACT: Ericka Herrera 405 632-0133

DATE(S) / TIME(S): Sept. 30, 3:00PM - OCT. 1, 10PM

Agree	Disagree	Signature of property owner or lessee	Street address & business name (if applicable)
✓		<i>Andrzej</i>	221 SW 25TH ST
✓		<i>[Signature]</i>	200 SW 25 ST
✓		<i>[Signature]</i>	204 SW 25 ST
✓		Melissa Zabela	210 W commerce
✓		<i>[Signature]</i>	213 SW 25
✓		Maria Villegas	232 SW 25th
✓		Alexis Valles	234 SW 25th
✓		<i>[Signature]</i>	330 SW 25th
✓		<i>[Signature]</i>	324 SW 25th
✓		<i>[Signature]</i>	319 SW 25th
✓		<i>[Signature]</i>	312 SW 25th St
✓		<i>[Signature]</i>	306 SW 25
✓		<i>[Signature]</i>	240 SW 25th



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/20/2022

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 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).

PRODUCER Mark Mann Insurance Agency, Inc 5009 North Penn, Ste 102 Oklahoma City, OK 73112	CONTACT NAME: Mark Mann
	PHONE (A/C, No, Ext): 405-418-4488 FAX (A/C, No): 405-418-4564
	E-MAIL ADDRESS: mmann1@farmersagent.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Western World Insurance Co NAIC # 13196
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER: 01** **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			NPP8929416	9/30/2022	10/02/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	General Liability	X					PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ Included
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						
	<input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						
	<input type="checkbox"/> CLAIMS-MADE						
	DED						
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

City of Oklahoma City is listed as an additional insured.

CERTIFICATE HOLDER

CANCELLATION

City of Oklahoma City
200 Northh Walker
Oklahoma City, OK 73102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE