



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Monte Cassino Fun Run Date(s) of Event: October 6, 2022
Location Address: 2206 S LEWIS AVE E Council District(s): 4
Event Description: Fun Run for students
Event Category: Procession/March
Event Includes: Public Right of Way, Lane Closure, Sidewalk Closure, Private Property, Street Closure
Anticipated Attendance: Total: 700 Per Day: 700
Anticipated Participants: Total: 700 Per Day: 700
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Monte Cassino School Website: https://www.montecassino.org/
Chief Officer of Host Organization: Maria & Kevin Smith
Email and Phone: 216-225-8806
Applicant Name: Monte Cassino School
Email and Phone: bweintraub@montecassino.org 918-746-4124
Professional Event Organizer: Brian Hoover
Email and Phone: brian@tatur.org 918-869-9808
On-site Contact: Joan Anderson Mobile: 918-346-8585
Billing Contact: Monte Cassino School Phone: 918-746-4124
Billing Address: 2206 S Lewis AVE
TULSA OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/06/2022 Time: 8:00 am
Street Closure for Event Setup: Date: 10/06/2022 Time: 8:00 am
Street(s) to be Closed for Event Setup: Yorktown Ave between 21st St and 22nd Pl

Event Start: Date: 10/06/2022 Time: 8:30 am
Street Closure for Event Start: Date: 10/06/2022 Time: 8:00 am
Street(s) to be Closed for Event Start: See Racecourse Map
Run, Walk, Parade Start Time: 8:30 am
Daily Event Hours: 8:30 to 10:30 AM

Event End: Date: 10/06/2022 Time: 10:30 AM
Street Reopens after Event End: Date: 10/06/2022 Time: 11:00 AM
Event Teardown: Date: 10/06/2022 Time: 10:30 AM
Street Reopens after Event Teardown: Date: 10/06/2022 Time: 11:00 AM

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 of Tents/Canopies: 0 Provider and Phone: NA
Number of Inflatables: 0 Provider and Phone: NA
Number of Amusement Rides: 0 Provider and Phone: NA
Use of fireworks, rockets, lasers, or other pyrotechnics: No
Provider and Phone: NA

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

Security and/or Police: Contact, Email and Phone: TPD Jacob Thompson (918) 527-0058

Medical and/or First Aid Services: Contact, Email and Phone: Nurse on Staff

Traffic Control Barricade Company: Contact, Email and Phone: NA

Equipment Setup: Date: 10/06/2022 Time: 8:00 AM Equipment Pickup: Date: 10/06/2022 Time: 10:30 AM

Crowd Management Fencing Company: Contact, Email and Phone: NA

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Monte Cassino

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: NA

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

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other information: NA

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: No

Start Time:

Finish Time:

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

NA

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Describe hot air balloons, fire lanterns or similar devices used at event:

NA

Describe the use of any signs, banners, decorations, or special lighting used at event:

Banner Signs

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Volunteers to help clean up after race

Number of Trash Receptacles: 8

Number of Dumpsters: 3

Number of Recycling Containers: 2

Cleanup Service Provider and Phone, if applicable: Final Touch

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Schools, Neighborhood Assn

Avidavit 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 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: 05/26/2022 Date routed: 09/21/2022 Date for review: 09/28/2022

Special Events Committee Recommendation: *09/22/2022 ☒ Yes ☐ No

Date routed to Mayor: 09/22/2022 Mayor's Recommendation: _____ ☐ Yes ☐ No

Date routed to Council: 09/22/2022 City Council Approval: _____ ☐ Yes ☐ No

Date Permit Issued: _____ Comments: Form revised 09/21/2022. *Email review.

Next SEC meeting 10/28/2022.

MONTE CASSINO

Octoberfest

2021

- (S)** STARTING LINE
- (T)** TURN AROUND
- (F)** FINISH LINE
- +** FIRST AID STATION
- W** WATER STATION

