



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: ABATE/Marines Toys for Tots Toy Run Date(s) of Event: December 8, 2024

Location Address: Start: 4145 East 21st Street Tulsa OK  
End: 300 Riverside Terrace Jenks OK Council District(s): 4, 9, 2

Event Description: Annual Toy Run

**Event Category:** Parade

**Event Includes:** Public Right of Way, Food Sales, Street Closure, Police Escort and Traffic Control

Anticipated Attendance: Total: 8000 Per Day: 8000

Anticipated Participants: Total: 8000 Per Day: 8000

Number of Events for Monthly Event: No

### Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: ABATE of Tulsa Website: https://www.abateoftulsa.com/  
https://www.abateoftulsa.com/

Chief Officer of Host Organization: James Clark

Email and Phone: jciam42@gmail.com 918-691-8513

Applicant Name: James Clark

Email and Phone: jciam42@gmail.com 918-691-8513

Professional Event Organizer:

Email and Phone:

On-site Contact: James Clark Mobile: 918-691-8513

Billing Contact: ABATE of Tulsa Phone: 918-691-8513

Billing Address: 1640 Gary Ave  
Tulsa, OK 74104

## ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 12/08/2024 Time: 10am  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: N/A - Staging at the Tulsa Fairgrounds parking lots  
**Event Start:** Date: 12/08/2024 Time: 2pm  
Street Closure for Event Start: Date: 12/08/2024 Time: 2pm  
Street(s) to be Closed for Event Start: See route map  
Run, Walk, Parade Start Time: 2pm  
Daily Event Hours: N/A  
**Event End:** Date: 12/08/2024 Time: 5pm  
Street Reopens after Event End: Date: 12/08/2024 Time: 4pm  
**Event Teardown:** Date: 12/08/2024 Time: 5pm  
Street Reopens after Event Teardown: Date: Time:

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 4  
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**

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Security and/or Police: Yes Contact, Email and Phone: TPD Special Events Unit, Lt. Jack Hoehner (918) 586-6054, jhoehner@cityoftulsa.org

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**

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Event Sponsor(s): ABATE/Marines

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

Drone: No

Portable Toilets: Yes Provider and Phone: Porta John of Tulsa (918) 836-8657

Total Number of Portable Toilets: 10 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 12/08/2024 Time: 7am

Equipment Pickup: Date: 12/08/2024 Time: 6pm

Other Event Information: See Attachments.

Landing at Riverwalk Crossing parking lots in Jenks OK

Food trucks will use the east curb of Louisville Ave between 19th St and 20th St where there are "No Parking" signs. Serving windows will be facing east. A police unit will be behind the last food truck in line from 21st St for traffic control.

**Entertainment and Related Activities**

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Number of Stages: N/A

Number of Performers/Bands: N/A

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time: N/A

Finish Time: N/A

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

N/A

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Trash receptacles

Number of Trash Receptacles: 10

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

If not presented, please explain:

N/A - Police Escort

**Affidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

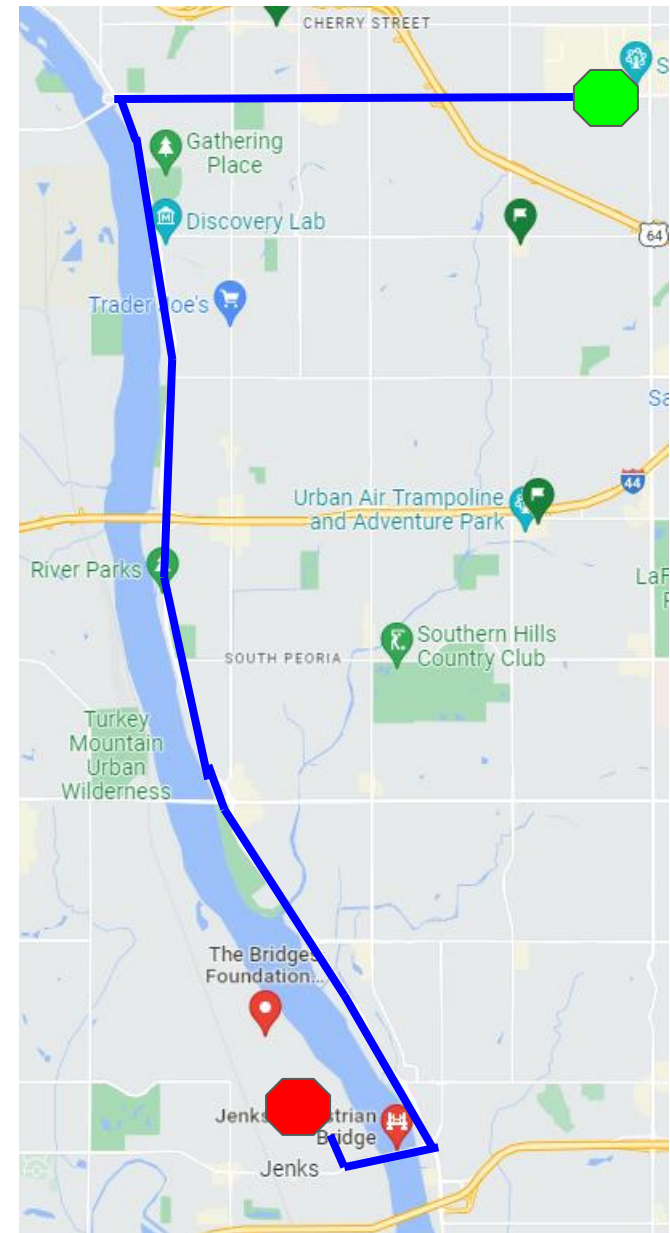
Date received: 11/07/2024      Date routed: 11/21/2024      Date for review: 12/04/2024  
Special Events Committee Recommendation: \*Email Review      Yes  No  11/26/2024  
Date routed to Mayor: 11/26/2014      Mayor's Recommendation: Yes  No  \_\_\_\_\_  
Date routed to Council: 11/26/2024      City 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 revised 11/21/2024.

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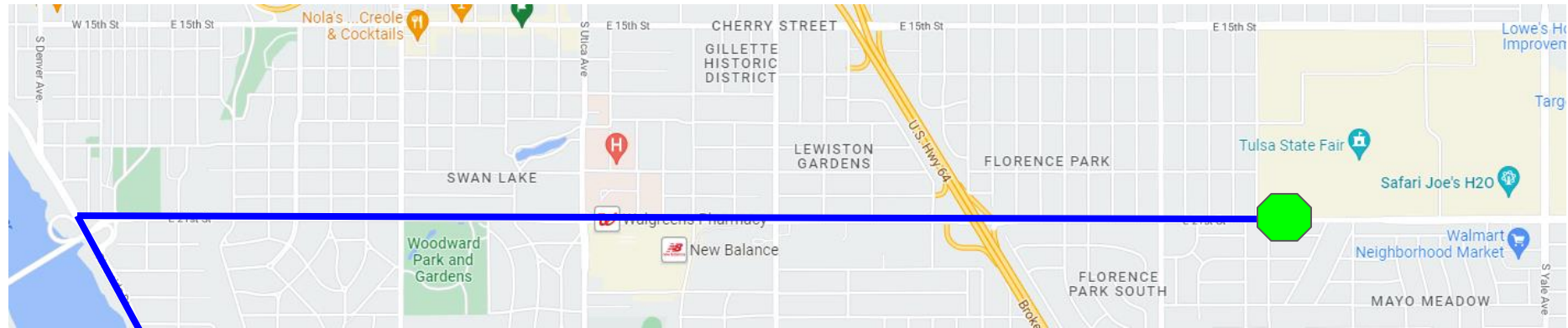
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# Route Map (Entire route)

- Start at south parking lot of Fairgrounds on 21st Street between Sandusky Ave and Louisville Ave
- Ride west on 21st Street to Riverside Drive
- Ride south on Riverside Drive to 96th Street/the Jenks Bridge
- Cross the Jenks bridge
- Park at



# Start of Route: Tulsa Fairgrounds



- Start at south parking lot of Fairgrounds on 21st Street between Sandusky Ave and Louisville Ave
- Ride west on 21st Street to Riverside Drive
- Ride south on Riverside Drive

# End of Route: Jenks Bridge

- Cross the Jenks bridge/96th Street
- Turn right onto Riverfront Drive and follow to Riverwalk parking

