



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: St Jude Walk Tulsa Date(s) of Event: Saturday, Sept. 27, 2025

Location Address: Start: 201 N Elgin Ave Council District(s): 1, 4  
End: 101 N Elgin Ave

Event Description: The St Jude Walk is a 5K event to raise funds and awareness for St. Jude Children's Research Hospital.

Event Category: Athletic/Recreation

Event Includes: Amplified Sound, Tent/Canopy, Public Right of Way, No Parking Signage, Private Property, Street Closure

Anticipated Attendance: Total: 2000 Per Day: 2000

Anticipated Participants: Total: 2000 Per Day: 2000

Number of Events for Monthly Event: No

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

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Host Organization: American Lebanese Syrian Associated Charities, Inc. Website: https://www.stjude.org/about-st-jude/faq/whats-alsac.html

Chief Officer of Host Organization: Sara Hall

Email and Phone: sara.hall@alsac.stjude.org 901-578-2087

Applicant Name: Heather Kring

Email and Phone: heather.kring@alsac.stjude.org 901-578-2056

Professional Event Organizer: Bonnie Collard, Event 360

Email and Phone: bcollard@event360.com 916-996-1344

On-site Contact: Bonnie Collard Mobile: 916-995-1344

Billing Contact: American Lebanese Syrian Associated Charities, Inc. Phone: 901-578-2056

Billing Address: 501 St Jude PL  
Memphis, TN 38105

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

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**Event Setup:** Date: 09/26/2025 Time: 0800  
Street Closure for Event Setup: Date: 09/26/2025 Time: 0800  
Street(s) to be Closed for Event Setup: Elgin Ave between Reconciliation Way and Archer Street - See TCP Map

**Event Start:** Date: 09/27/2025 Time: 0700  
Street Closure for Event Start: Date: 09/27/2025 Time: 0930  
Street(s) to be Closed for Event Start: See Route Map  
Run, Walk, Parade Start Time: 1000  
Daily Event Hours: 0700-1200

**Event End:** Date: 09/27/2025 Time: 1200  
Street Reopens after Event End: Date: 09/27/2025 Time: 1200

**Event Teardown:** Date: 09/27/2025 Time: 1200  
Street Reopens after Event Teardown: Date: 09/27/2025 Time: 1500

## ***Secondary Permits Required***

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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: 6 - 10x10, 6 - 10x20 Provider and Phone: Party Perfect, 918-258-7368. Tents spaced per TFD guidelines (12 feet separation between every 400 square feet of tent (e.g., 20X20) or groups of tents (e.g., 4 - 10X10). Otherwise, it requires a Tent Permit.  
Number of Inflatables: Yes 3 Provider and Phone: Owned by St Jude. Decoration only - no bounce house or other amusements  
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: ONEOK Security, Taylor Levacy, 918-574-8341  
TPD Special Events Unit, 918-586-6054/6067

Medical and/or First Aid Services: Yes Contact, Email and Phone: EMSS/Christina (215) 494-2693. Medical plan forthcoming.

Traffic Control Barricade Company: Yes Contact, Email and Phone: Action Safety Supply, 918-234-8222

Equipment Setup: Date: 09/26/2025 Time: 0800 Equipment Pickup: Date: 09/27/2025 Time: 1500

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

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

Parking Type: ADA parking available

Transportation Service: No service

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

**Sponsor and Other Event Information**

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Event Sponsor(s): TBD

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 Attachments

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 0830

Finish Time: 1200

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

Professional AV set up

Sound checks conducted prior to the event: Yes

Start Time: 0700

Finish Time: 0800

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: Yes Describe:

There will be signage on the tents, stage, and start/finish trussing.

**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: Cleanup and removal will be provided by ONEOK Field

Number of Trash Receptacles: 15

Number of Dumpsters: 1

Number of Recycling Containers: 8

Cleanup Service: Yes Provider and Phone: N/A

Presented Event Concept to:

If not presented, please explain:

Forthcoming

**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: 05/20/2025    Date routed: 09/08/2025    Date for review: 09/17/2025  
Special Events Committee Recommendation: Meeting Review    Yes  No  09/10/2025  
Date routed to Mayor: 09/11/2025    Mayor's Recommendation: Yes  No  \_\_\_\_\_  
Date routed to Council: 09/11/2025    City Council Approval: Yes  No  \_\_\_\_\_  
Date Permit Issued: \_\_\_\_\_    Comments: SEC meeting 09/10/2025. Mayor agenda  
09/17/2025. City Council agenda 09/17/2025. Fees paid 08/04/2025. Course map received 08/23/2025.  
TCP map received 08/30/2025.

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# SYMBOLS

-  Police
  -  Volunteer
  -  Start/Finish
  -  Water Station
  -  Parking
  -  Mile Marker
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- Course Length 3.1 miles



**Tulsa**  
**Saturday, September 27**  
**ONEOK Field**  
**201 N Elgin,**  
**Tulsa, OK 74120**  
**Expo Opens 8:30 am**  
**Walk/Run Start 10:00 am**

One mile walkers will complete their walk at the main gate at ONEOK Field.



**St. Jude**  
Walk/Run

### Tulsa

Saturday, September 27, 2025

ONEOK Field

201 N Elgin Ave

Tulsa, OK 74120

Registration Opens 8:30 am

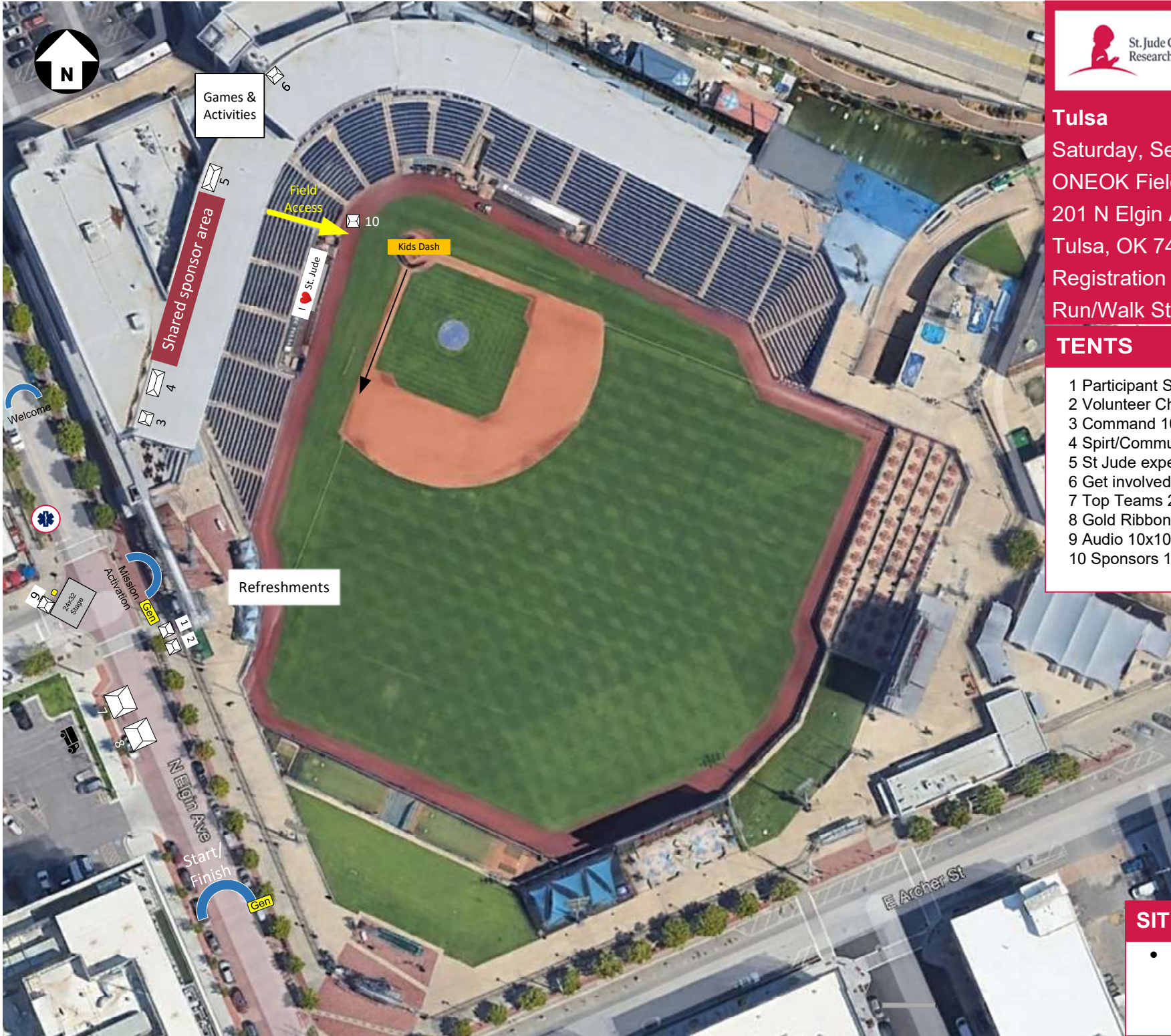
Run/Walk Starts 10:00 am

### TENTS

- 1 Participant Support 10x10
- 2 Volunteer Check-In 10x10
- 3 Command 10x10
- 4 Spirit/Community 10x20
- 5 St Jude experience 10x20
- 6 Get involved with St Jude 10x10
- 7 Top Teams 20x20
- 8 Gold Ribbon Club 20x20
- 9 Audio 10x10
- 10 Sponsors 10x10

### SITE RULES

- Not allowed on the field except for the kids dash. No one on the grass.



Games & Activities  
6

Shared sponsor area  
5

Field Access  
10

Kids Dash

Refreshments

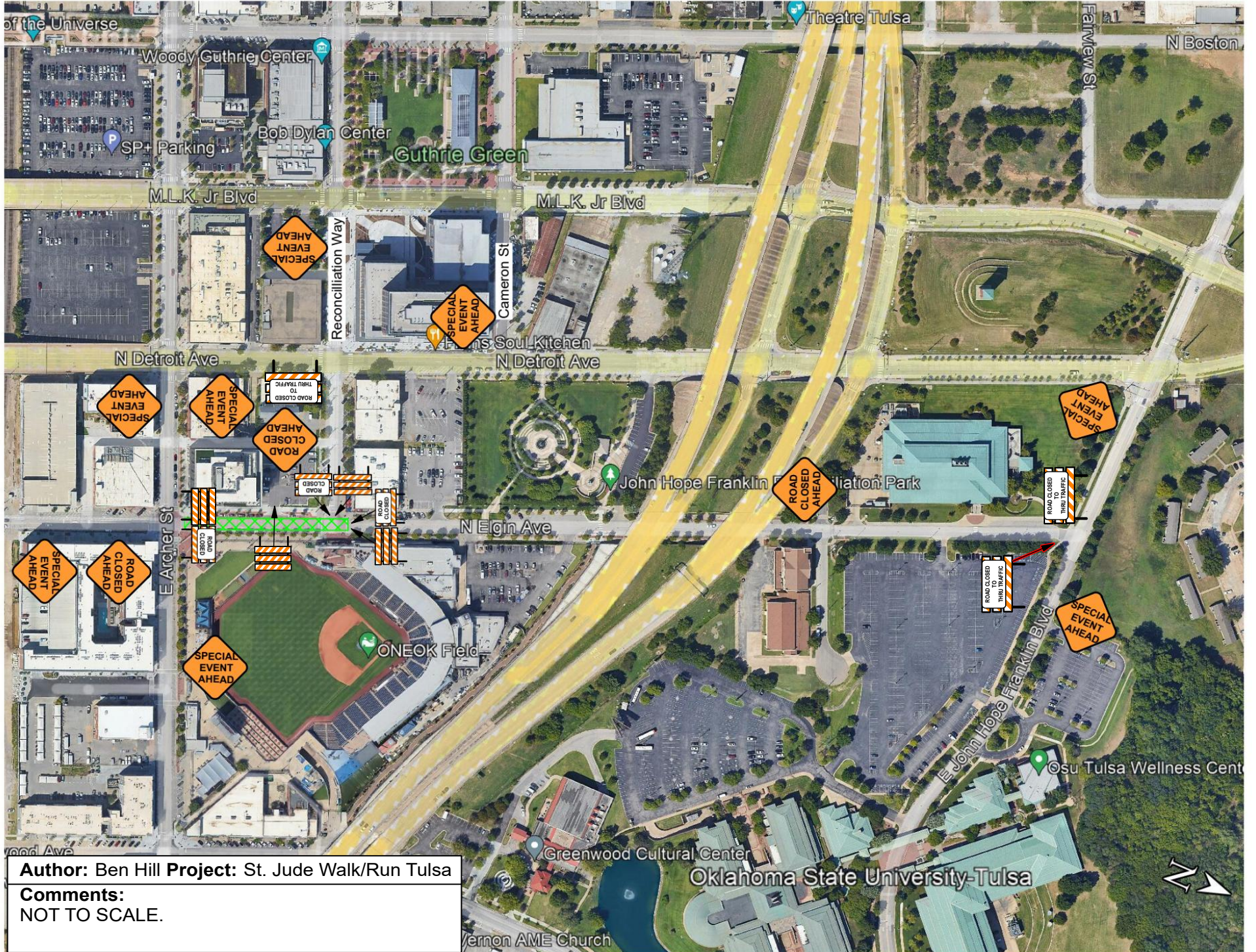
Welcome

Mission Activation  
9

Start/Finish  
Gen

E Archer St

N Elgin Ave



**Author:** Ben Hill **Project:** St. Jude Walk/Run Tulsa  
**Comments:**  
 NOT TO SCALE.

