City of Tulsa
SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: 5K Easter Hop  
Date(s) of Event: April 11, 2020

Location Address: 7370 E 71ST ST S  
Council District(s): 7, 8

Event Description: Certified 5K race, starting and ending at Thoreau Demonstration Academy, through the neighborhood across 71st, an out and back course. Easter egg hunt after completing the race.

Event Category: Athletic/Recreation

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Food Sales, Private Property, Street Closure

Anticipated Attendance: Total: 400  
Per Day: 400

Anticipated Participants: Total: 400  
Per Day: 400

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Thoreau Demonstration Academy  
Website: https://runsignup.com/Race/OK/Tulsa/TulsaSpringFling5K

Chief Officer of Host Organization: Tara Gordon

Email and Phone: thoreau5k@gmail.com 918-833-9700

Applicant Name: Tara Gordon

Email and Phone: thoreau5k@gmail.com 918-833-9700

Professional Event Organizer: Road Race Service, TATUR

Email and Phone: (918) 869-8908

On-site Contact: Tara Gordon  
Mobile: 918-760-9821

Billing Contact: Thoreau Demonstration Academy  
Phone: 918-833-9700

Billing Address: 7370 71st Street  
Tulsa OK 74133
**Event Timeline and Lane/Street Closure Information**

**Event Setup:**
- Date: 04/11/2020
- Time: 7:30am
- Street Closure for Event Setup: Date: 04/11/2020 Time: 7:30am
- Street(s) to be Closed for Event Setup: No streets need to be closed for set up, set up will take place in the school parking lot.

**Event Start:**
- Date: 04/11/2020
- Time: 8:00am
- Street Closure for Event Start: Date: 04/11/2020 Time: 8:00am
- Street(s) to be Closed for Event Start: See Race Course Map
- Run, Walk, Parade Start Time: 8:30am Bunny Hop 1 Mile Fun Run
  9:00am 5K Certified Race

**Daily Event Hours:**
- 10:00am Ceremony Awards
- 10:15am Kids Easter Egg Hunt

**Event End:**
- Date: 04/11/2020
- Time: 11:00am
- Street Reopens after Event End: Date: 04/11/2020 Time: 10:00am

**Event Teardown:**
- Date: 04/11/2020
- Time: 11:00am
- Street Reopens after Event Teardown: Date: 04/11/2020 Time: 10:00am

**Secondary Permits Required**

- Beer Sales, Alcohol Sales: Not Applicable
- Number of Food Vendors: 0
- Number of Food Trucks: 1
- Food Cooked on-site: No
- Fuel(s) to be used: Provider and Phone: NA
- Number of Item Vendors: 0
- Number of Service Vendors: 0
- Number of Tents/Canopies: 4 10x10
- Provider and Phone: Joyful Jump (918) 504-4074
- Number of Inflatables: 1
- Provider and Phone: NA
- Number of Amusement Rides: 0
- 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: Chris Stevens (918) 808-6271
TPD Special Events Unit (918) 586-6054/6067

Medical and/or First Aid Services: Contact, Email and Phone: Mark Phillips (918) 910-0424

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

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

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): Argonaut, QT.

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: Nation Collins, Contractors Portable (918) 841-7599,
ncollins@contractors-portable.com

Total Number of Portable Toilets: 2  Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: 04/10/2020  Time: 4:30pm

Equipment Pickup: Date: 04/13/2020  Time: 10:00am

Other information: Road Race Service, TATUR (918) 869-8908 (Start/Finish Line Inflatable)
**Entertainment and Related Activities**

Number of Stages: 0  
Number of Performers/Bands: 0  
Performer/Band name and music type: NA  
Sound Amplification: Yes  
Start Time: 8:30am  
Finish Time: 11:00am  

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

- **Microphone usage for announcing, speaker for music**

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:  

- We will have signs with our sponsor names, as well as a backdrop for picture taking. These will all be located on the Thoreau Demonstration property. Small yard sale size signs leading up to the check in table.

**Mitigation of Impact**

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We have 2 dumpsters as well as a recycle bin. We will have 5 large trash cans throughout the area. The volunteers for the race (a clean up committee) will lead the clean up efforts  

Number of Trash Receptacles: 5  
Number of Dumpsters: 2  
Number of Recycling Containers: 1  

Cleanup Service Provider and Phone, if applicable: NA  

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

Presented Event Concept to:  
Schools, Neighborhood Association

**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 of third parties that are based upon injuries sustained at, or in conjunction with this Event.

Initials: On File
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Thoreau Demonstration Academy 5k
Tulsa, OK – 5,000 meters

Effective Dates
Feb 13, 2019 to Dec 31, 2019

USATF Certification
OK19004DG

Measured by: Martin Updike, I:40 Race Service Measured on 2/5/2019. 918-577-1956, martin@i40raceservice.com

Race Contact: Tara Gordon w/ Thoreau Dem Academy
918-833-9700 thoreau5k@gmail.com

Elevations:
Start: 233 m      Finish: 233 m
Lowest: 233 m Highest: 248 m

Start/Finish Detail Map

Turn Detail Map

Parking Lot

S/F is in line w/ this Cable box

Leake Park