



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### ***Summary of Event***

---

Name of Event: Ascension St. John ZooRun Date(s) of Event: March 5, 2022  
Location Address: 6421 E 36th ST N Council District(s): 1  
Event Description: Tulsa Zoo is hosting the 51st annual Ascension St. John ZooRun presented by CommunityCare which includes a 5k, 10k, and the Ascension St. John 1-mile Fun Run. The 5k and 10k races begins in Mohawk Park and finish inside the zoo. The 1-mile Fun Run takes place entirely on zo grounds.

**Event Category:** Athletic/Recreation

**Event Includes:** Amplified Sound, Tent/Canopy, Public Right of Way, Public Park, Live Entertainment

Anticipated Attendance: Total: 3000 Per Day: 3000

Anticipated Participants: Total: 2000 Per Day: 2000

Number of Events for Monthly Event: NA

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

---

Host Organization: Tulsa Zoo Management, Inc. Website: runsignup.com/Race/OK/Tulsa/TulsaZooRun  
Chief Officer of Host Organization: Lindsay Hutchison  
Email and Phone: 918-669-6600  
Applicant Name: Tulsa Zoo Management, Inc. - Sarah Bowen  
Email and Phone: sbowen@tulsazoo.org 918-669-6224  
Professional Event Organizer: Melissa Hodgson - EnMotive  
Email and Phone: 405-570-1996  
On-site Contact: Sarah Bowen Mobile: 918-633-9331  
Billing Contact: Tulsa Zoo Management, Inc. Phone: 918-669-6224  
Billing Address: 6421 E. 36th Street North  
Tulsa OK 74115

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

---

**Event Setup:** Date: 03/05/2022 Time: 5:00 am  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: None

**Event Start:** Date: 03/05/2022 Time: 6:30 am  
Street Closure for Event Start: Date: 03/05/2022 Time: 8:20 am  
Street(s) to be Closed for Event Start: All roads and shelters inside Mohawk Park have been reserved from 5:00 am - 12:00 pm on Saturday, March 5 through the City of Tulsa Parks Department.

Main gates to Mohawk Park close 8:20 am - 10:00 am for safety the runners on our 5k & 10k race course. If guests need to exit Mohawk Park before the main gate re-opens at 10:00 am, they may do so by using the alternate entrance/exit options which goes around the Mohawk Golf Course.

Run, Walk, Parade Start Time: 1-mile Fun Run begins at 8:00 am.  
5k race begins at 8:30 am.  
10k race begins at 9:00 am.

Daily Event Hours: 6:30 am - 12:00 pm

**Event End:** Date: 03/05/2022 Time: 12:00 pm  
Street Reopens after Event End: Date: 03/05/2022 Time: 10:00 am  
**Event Teardown:** Date: 03/05/2022 Time: 12:00 pm  
Street Reopens after Event Teardown: Date: Time:

## **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: 7 Provider and Phone: 2 - 20x20 tents - City of Tulsa rentals (918) 596-2527  
5 - 10x10 tents - Canopy tents owned by Tulsa Zoo  
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: Tulsa Zoo Security team will be on-site to help assist with any escorts, emergencies and will be the point of contact for EMSA. Tulsa Zoo Security Manager - Ashlee Harris (918) 596-6108.

TPD Special Events Unit will lead our parking plan. Ron Neal (918) 586-6054, rneal@cityoftulsa.org

Medical and/or First Aid Services: Contact, Email and Phone: Dedicated EMSA unit on site (918) 569-3100

Ascension St. John providing nurses for our first aid tent. Contact is Kimberly Will at kimberly.will@ascensio.org.

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: Unpaved Lot, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

**Sponsor and Other Event Information**

---

Event Sponsor(s): Title sponsor - Ascension St. John  
Presenting sponsor - CommunityCare

Name of Park and Location, if applicable: Mohawk Park, 5701 E 36th St N

Drone: No

Portable Toilets:    Provider and Phone: At Your Service (918) 272-0568

Total Number of Portable Toilets: 18                      Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 03/04/2022                      Time: 3:00 pm

Equipment Pickup: Date: 03/07/2022                      Time: 8:00 am

Other information: We rent the Tulsa Parks mobile stage.

**Entertainment and Related Activities**

---

Number of Stages: 3

Number of Performers/Bands: 1

Performer/Band name and music type: We will have a DJ on each of the 3 stages playing music, making announcements, and helping conduct awards ceremony.

Sound Amplification: Yes

Start Time: 7:00 am

Finish Time: 11:00 am

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

DJ equipment, sound board, microphone, and speakers

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:

Event signage includes directional signage for runners, parking signs and sponsor banners. All signage is printed and placed by Tulsa Zoo marketing team.

**Mitigation of Impact**

---

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Tulsa Zoo staff, event staff, and volunteers will be in charge of all trash and recycling clean-up and disposal.

Number of Trash Receptacles: 65

Number of Dumpsters: 5

Number of Recycling Containers: 40

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Other entities

**Affidavit 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: 01/13/2022 Date routed: 03/04/2022 Date for review: Email Review

Special Events Committee Recommendation: \_\_\_\_\_  Yes  No

Date routed to Mayor: \_\_\_\_\_ Mayor's Recommendation: \_\_\_\_\_  Yes  No

Date routed to Council: \_\_\_\_\_ City Council Approval: \_\_\_\_\_  Yes  No

Date Permit Issued: \_\_\_\_\_ Comments: Form revised 03/04/2022. 40X120 Tent canceled  
03/04/2022. SEC meeting review 02/23/2022.

**Tulsa Zoo 5K  
Tulsa, OK**

**USATF Certification  
OK15056KH**

**Effective  
09-10-15 to 12-31-25**

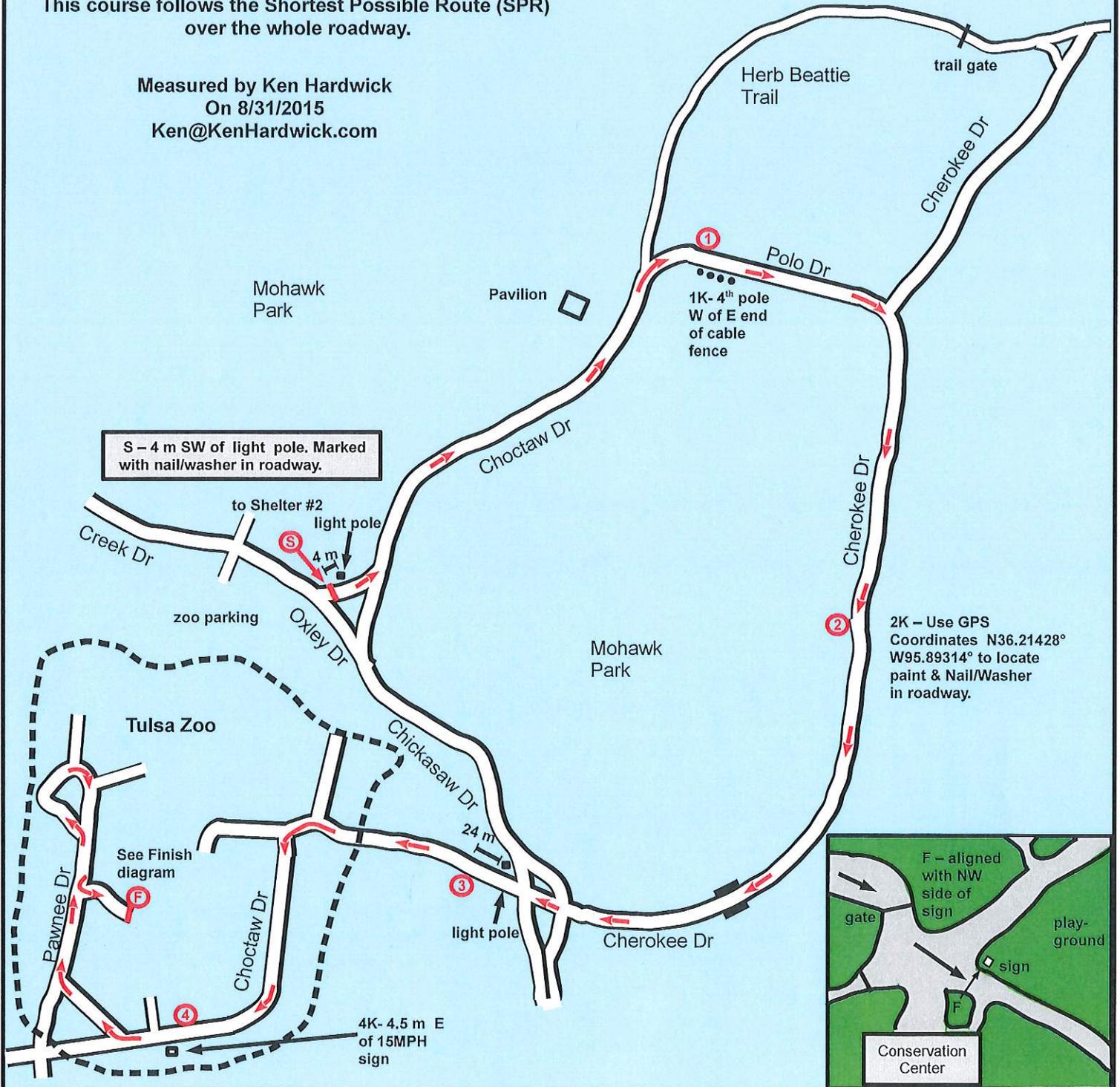
GPS coordinates are given ONLY  
to get close to documented locations.

- S N36.21564° W95.90676°
- 1K N36.22056° W95.89675°
- 2K N36.21428° W95.89314°
- 3K N36.21016° W95.90057°
- 4K N36.20767° W95.90819°
- F N36.20980° W95.90914°



This course follows the Shortest Possible Route (SPR)  
over the whole roadway.

Measured by Ken Hardwick  
On 8/31/2015  
Ken@KenHardwick.com

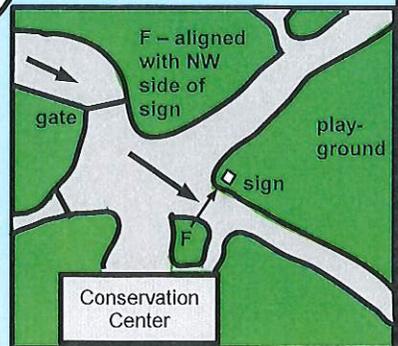


S - 4 m SW of light pole. Marked  
with nail/washer in roadway.

1K- 4<sup>th</sup> pole  
W of E end  
of cable  
fence

2K - Use GPS  
Coordinates N36.21428°  
W95.89314° to locate  
paint & Nail/Washer  
in roadway.

4K- 4.5 m E  
of 15MPH  
sign



**Tulsa Zoo 10K  
Tulsa, OK**

**USATF Certification  
OK15055KH**

**Effective  
09-10-15 to 12-31-25**

GPS coordinates are given ONLY to get close to documented locations.

- S N36.21564° W95.90676°
- 1K N36.21941° W95.89826°
- 2K N36.22419° W95.89114°
- 3K N36.21798° W95.89228°
- 4K N36.20998° W95.89608°
- 5K N36.21440° W95.90379°
- 6K N36.22056° W95.89675°
- 7K N36.21428° W95.89314°
- 8K N36.21016° W95.90057°
- 9K N36.20767° W95.90819°
- F N36.20980° W95.90914°



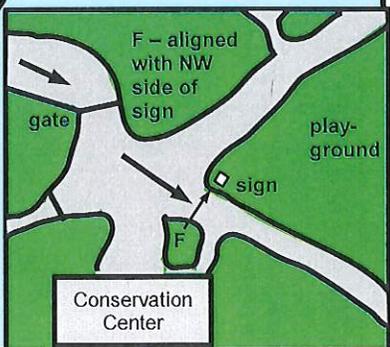
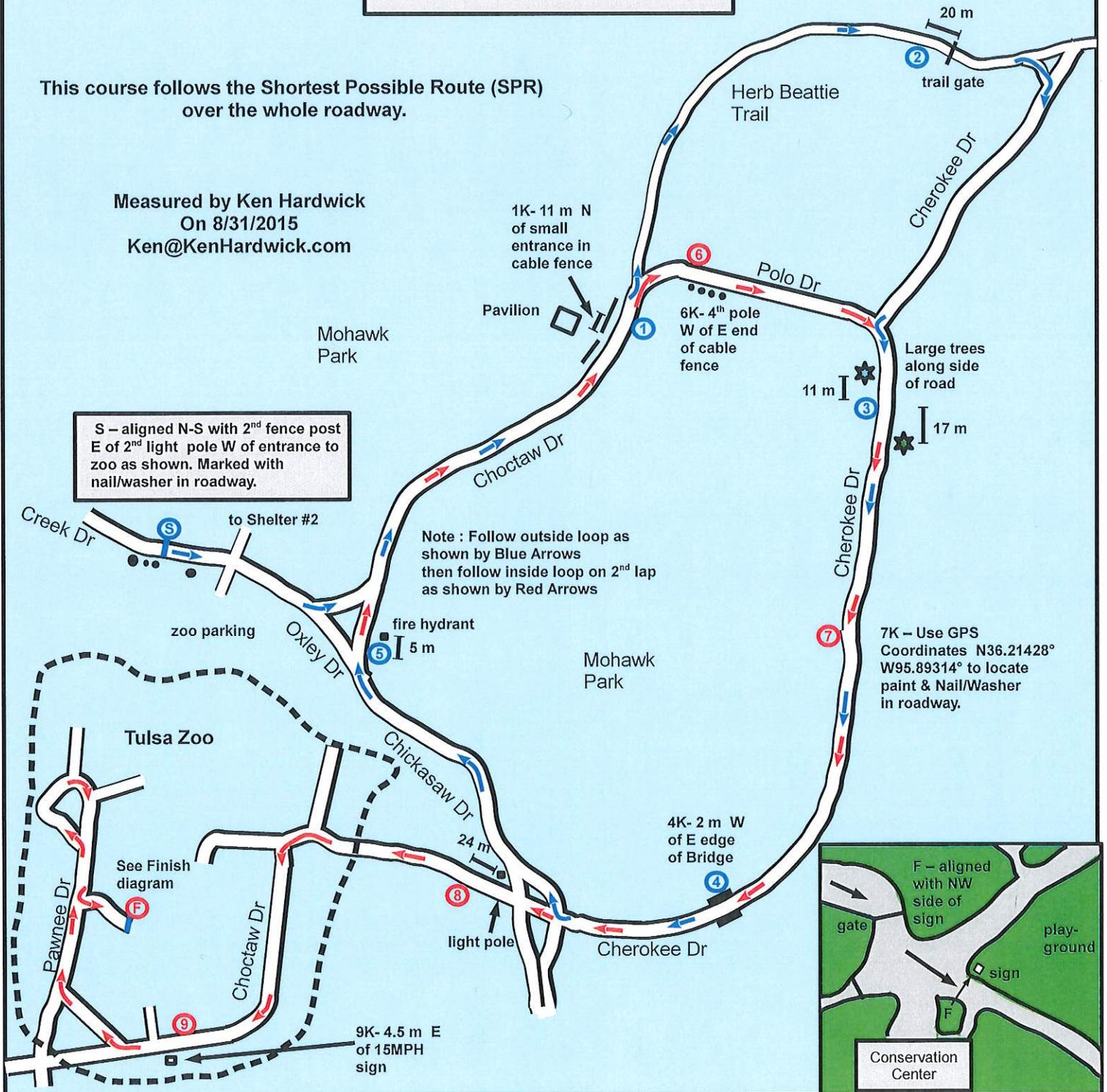
**This course follows the Shortest Possible Route (SPR) over the whole roadway.**

Measured by Ken Hardwick  
On 8/31/2015  
Ken@KenHardwick.com

S – aligned N-S with 2<sup>nd</sup> fence post E of 2<sup>nd</sup> light pole W of entrance to zoo as shown. Marked with nail/washer in roadway.

Note : Follow outside loop as shown by Blue Arrows then follow inside loop on 2<sup>nd</sup> lap as shown by Red Arrows

7K – Use GPS Coordinates N36.21428° W95.89314° to locate paint & Nail/Washer in roadway.



# Overall Site Plan

Ascension St. John



- First Aid
- Restroom
- Hospitality, Awards
- Ascension St. John Fun Run Start
- Ascension St. John Fun Run Route
- Ascension St. John Fun Run Finish
- 5k** 5k Race Start
- 5k Route
- 5k Finish
- 10k** 10k Race Start
- 10k Route
- 10k Finish

## Information

- Ascension St. John Fun Run**
- Starts at the entrance to Lost Kingdom exhibit complex and end in Penguin Plaza
  - Ascension St. John Fun Run Fun Zone is located near Penguin Plaza. This area includes educational family activities, air brush tattoos, jupiter jumps, refreshments, and more!
- 5k and 10k Races**
- Start outside of the zoo in Mohawk Park and end in front of the Conservation Center.
  - 5k and 10k runners hospitality area will be located at the H.A. Chapman Event Lodge.

Mohawk gates close at 8:20am  
Mohawk Park Entrance