



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Riverside 5000Date(s) of Event: Saturday August 2, 2025Location Address: Start: 9600 S Riverside Pkwy
End: 9100 S Riverside PkwyCouncil District(s): 2Event Description: 5K Race**Event Category:** Athletic/Recreation**Event Includes:** Amplified Sound, Public Right of Way, Public Park, Street ClosureAnticipated Attendance: Total: 600Per Day: 600Anticipated Participants: Total: 400Per Day: 400Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Runner Racing
(918)494-8800Website: <https://www.tulsarunner.com/>Chief Officer of Host Organization: Philip WestEmail and Phone: westusmc@hotmail.com 918-494-8800Applicant Name: Trani MatthewsEmail and Phone: trani@tulsarunner.com 918-494-8800

Professional Event Organizer:

Email and Phone:

On-site Contact: Trani MatthewsMobile: 918-494-8800Billing Contact: Tulsa Runner RacingPhone: 918-494-8800Billing Address: 9708 Riverside PKWY
Tulsa, OK 74137

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 08/02/2025 Time: 5:30 AM
Street Closure for Event Setup: Date: 08/02/2025 Time: 5:30 AM
Street(s) to be Closed for Event Setup: Riverside Pkwy between 96th St & 91st St
Event Start: Date: 08/02/2025 Time: 7:30 AM
Street Closure for Event Start: Date: 08/02/2025 Time: 7:00 AM
Street(s) to be Closed for Event Start: Riverside Pkwy between 91st Street & Casino Drive
Run, Walk, Parade Start Time: 7:30 am - Combined Elite & Open 5K
8:15 am - 5K Run for kids 18 & under.
Daily Event Hours: N/A
Event End: Date: 08/02/2025 Time: 9:15 AM
Street Reopens after Event End: Date: 08/02/2025 Time: 9:00 AM
Event Teardown: Date: 08/02/2025 Time: 9:30 AM
Street Reopens after Event Teardown: Date: 08/02/2025 Time: 10:00 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 & Sizes of Tents: 2 or 3 - 10X10 pop-up tents Provider and Phone: Vendor owned
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

Security and/or Police: Yes Contact, Email and Phone: TPD Special Events Unit (918) 586-6054

Medical and/or First Aid Services: Yes Contact, Email and Phone: We will notify EMSA and have a medical volunteer on-site

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

Event Sponsor(s): Tulsa Runner

Park: Yes Name of Park and Location: River Parks, NW corner of 96th St & Riverside Pkwy

Drone: No

Portable Toilets: Yes Provider and Phone: River Parks (918) 596-2800

Total Number of Portable Toilets: 3 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: 08/01/2025 Time: 2 PM

Equipment Pickup: Date: 08/04/2025 Time: 2 PM

Other Event Information: See Attachment.

7:30 am - Combined Elite & Open 5km with prize money to top 3 Male and Female finishers (men under 17 and women under 200 to qualify for \$). Two lap course that we have always used for the Open race.

8:15am - 5K run for kids 18 & under.

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 7:15 AM

Finish Time: 9:15 AM

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

Portable sound system for announcements & music

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

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will pick up all trash generated by the event

Number of Trash Receptacles: 4

Number of Dumpsters: 0

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents, Businesses

If not presented, please explain:

N/A

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 of 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: 06/05/2025 Date routed: 06/25/2025 Date for review: 07/16/2025

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: SEC meeting 07/02/2025. Mayor agenda
06/09/2025. City Council 07/16/2025. Application fees paid 06/25/2025.

