



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

Summary of Event

Event Title: Kibo Group Run to the Well Date of Event: 3/25/17
 Event Location: Primarily Jenks, OK/Around Airport Council District: District 2
 Event Description: Fundraiser run (15K) **(Submit Flyer or Brochure in Electronic Format)**
 Event Sponsors: Kibo Group International
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 500 Per Day: 500

Event Organizer Information

Organizing Agency: Kibo Group International Web Address: www.kibogroup.org
 Agency Contact: Jordan Smith Email Address: jordan@stephenlsmith.com
 On-Site Contact: Jordan Smith On-Site Phone: 918-671-4496
 Billing Contact: Jordan Smith Billing Phone: 918-671-4496
 Billing Address: 531 East A St., Suite 301, Jenks OK 74037
Street City State Zip
 Agency Status: Profit Non-Profit Fundraiser? / What cause: Kibo Group/ development in Uganda

Site Plan and Route Map

Event Set-up: Date: 3-25-17 Day of Week: Saturday Time: 5:00 a.m.
 Street Closing for Set-up, Stages, Tents, etc.: Date: 3/25/17 Time: 8:15 a.m.
 Street(s) to be Closed: Elm, 81st and Elwood, route is primarily within City of Jenks, but a
portion goes around Jones Riverside Airport **(Submit a Site Map in CAD/Electronic Format)**
Event Opens: Date: 3-25-17 Day of Week: Saturday Time: 8:30 a.m.
 Street Closing for Race, Parade, Festival, etc.: Date: 3-25-17 Time: 8:30 a.m.
 Street(s) to be Closed: Elm, 81s and Elwood
(Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: Fun Run 8 a.m. | 5K, 15K & Jerrycan Challenge 8:30 a.m.

Daily Festival or Street Party Times: NA

Road Race Service Co. and Phone: Tatur Racing

Event Closes: Date: 3-25-17 Day of Week: Saturday Time: 10:30 a.m.
 Street Opening: Date: 3-25-17 Day of Week: Saturday Time: 10:30 a.m.
Event Dismantle: Date: 3-25-17 Day of Week: Saturday Time: 10:30 a.m.
 Street Opening: Date: 3-25-17 Day of Week: Saturday Time: 10:30 a.m.

Secondary Permit Requirements

Yes No Is this an Open Air Event? Public Property Private Property Parking Lot
 Yes No Alcohol or Beer On-Site? Alcohol Sales Beer Sales Free Beverages
 Yes No Concessionaires On-Site? Number of Food Vendors: _____ Number of Item Vendors: _____
 Yes No Food Preparation On-Site? Charcoal Electric Gas
 Yes No Tents or Stages On-Site? If yes, what sizes: _____
 Yes No Other Structures On-Site? If yes, please explain: _____
 Yes No Using a City or River Park? Name and location: _____

Security, Medical, Traffic, and Parking Plans

Yes No Security or Police On-Site? Agency and Phone: City of Jenks Police, 918-299-6311
 If yes, please describe or provide an attachment of your plan: Mos tof the event falls within city of Jenks, Jenks Police can provide security during event | TPD officers TBD
 Yes No Medical First Aid On-Site? Agency and Phone: City of Jenks Police, (918) 299-6311
 If yes, please describe or provide an attachment of your plan: Jenks police have first responder training

Yes No Using Barricade Company? Agency and Phone: _____
 If yes, the Barricade Co. providing equipment for the street closure must submit the plan in CAD/Electronic Format.
 Equipment Setup: Date: _____ Time: _____ Equipment Pickup: Date: _____ Time: _____

Yes No Is there Parking Available? If yes, please describe or provide an attachment of your plan: _____
Event parking will be in Riverwalk Crossing

Yes No Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: _____
Event parking will be in Riverwalk Crossing, Disabled parking will be reserved and designated

Yes No Using a Shuttle Service? If yes, please describe or provide an attachment of your plan: _____

Other Related Activities and Information

Yes No Entertainment On-Site? Live Music Recorded Music Dancing
 Fireworks Inflatables Animals Other (specify): _____
 Yes No Sound Amplification? Setup Time: 7:00 a.m. Start Time: 7:30 a.m. Finish Time: 10:30 a.m.
 Yes No Certificate of Insurance? Agency and Phone: USATF will provide event insurance
 If yes, submit certificate. If no, please explain: Pending
 Yes No Portable Rest Rooms? Agency and Phone: Porta John of Tulsa 918-836-8657
 Number of Portable Rest Rooms: 4 Number of Disability Accessible Portable Rest Rooms: 2
 Equipment Setup: Date: 3-24-17 Time: 5:00 p.m. Equipment Pickup: Date: 3-25-17 Time: 12:00 p.m.

Mitigation of Impact

Please describe your plan for cleanup and removal of waste and garbage during and after your event: _____
Trashcans and recycling will be available throughout the event,
clean up crews will be provided and trash/recycling will be properly disposed

Number of Trash Receptacles: 6 Number of Dumpsters: n/a Number of Recycling Containers: 4

Yes No Using a Sanitation Service? Agency and Phone: _____

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

Yes No Have you presented your event concept to the affected residents, businesses, churches, and schools?

If yes, please attach a complete list of these entities. If no, please explain: _____

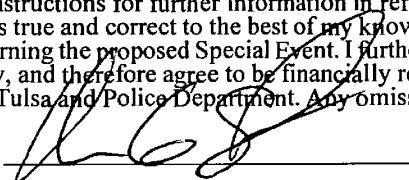
Yes No Do you have a sample of the notice that you propose to distribute **two weeks prior to your event**?

If yes, please attach in an electronic format. If no, please explain: _____

Yes No Other Information? Most of the race is located within Jenks City Limits,
portions of the race will enter city of Tulsa on Elm, 81st and Elwood around Riverside Jones Airport

Affidavit of Applicant

Tulsa Police officers and public safety services, and traffic-control signage and barricades will be required for street closings, traffic/crowd control, and security. The Organizing Agency has the responsibility to be aware of and comply with City Ordinances and Regulations including, but not limited to, Curfew Ordinance, City/County Public Health Regulations, and Police/Park Public Safety Requirements. An application approval does not imply City sponsorship. Review the instructions for further information in reference to Special Events. I certify that the information contained in the foregoing 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 the proposed Special Event. I further certify that I, on the behalf of the Organizing Agency, am also authorized to commit that agency, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Tulsa and Police Department. Any omissions will delay the process.

Print Name: Jordan Smith Signature:  Date: 11-3-17

Mail to: **Special Event Coordinating Committee, 175 East 2nd Street, Suite 590, Tulsa, Oklahoma 74103**
Or Email to: sbain@cityoftulsa.org. Your electronic submission will serve as your electronic signature.

For City of Tulsa Special Event Coordinating Committee Use Only

Date received: 11.03.2016 Date routed: 01.25.2017 Date for review: 02.22.2017

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 02.11.2017. If any problems are resolved or not resolved by that time, a copy of this application and brief memo stating the solution or reason for the objection should be submitted to: Special Event Coordinating Committee, 175 East 2nd Street, Ste 590 OK 74103. For further information or discussion, contact the City of Tulsa Office of Special Events at 918.576.5636. Fax 918.699.3602.

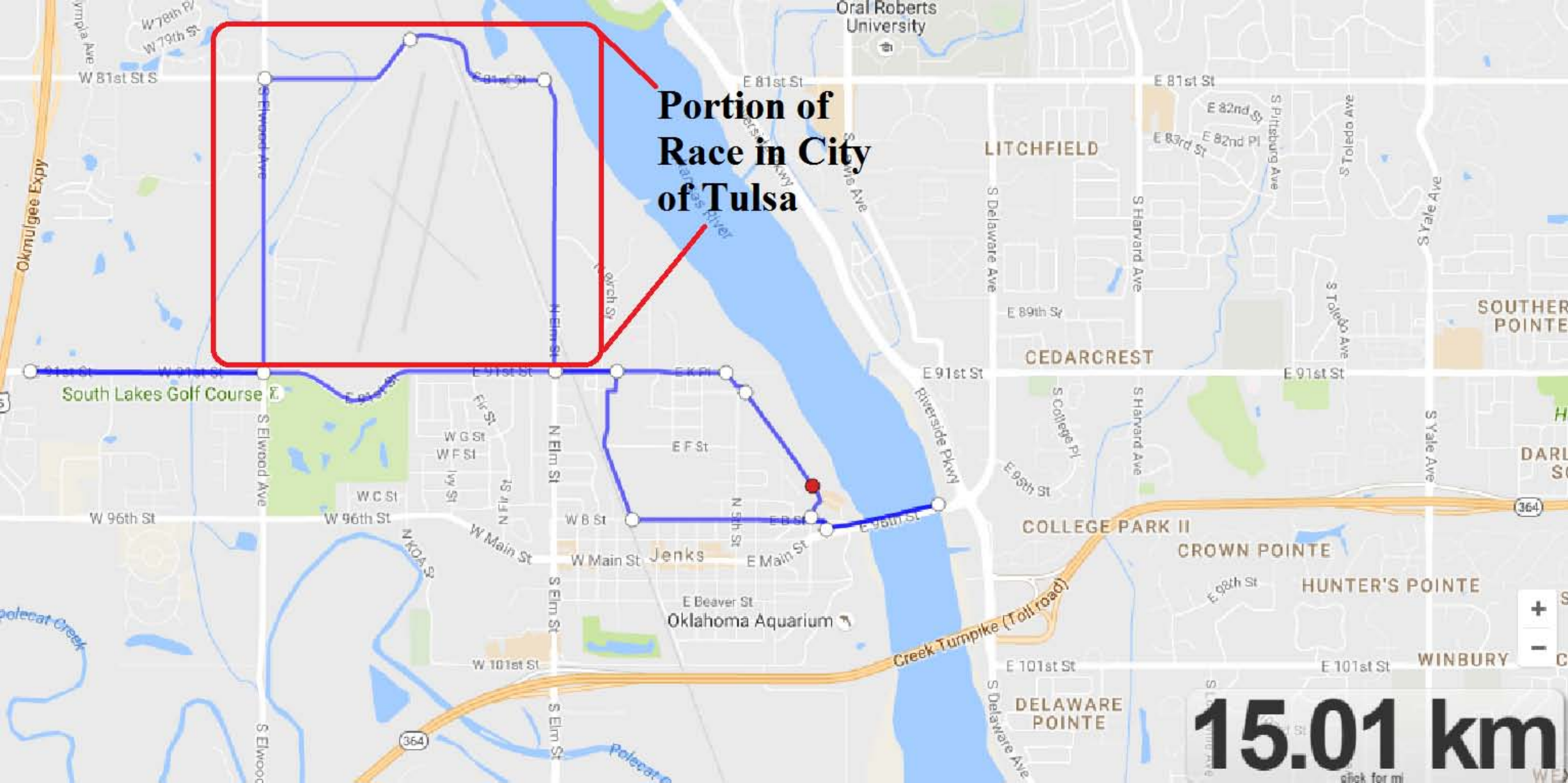
Special Event Coordinating Committee Recommendation: Pending Yes No : _____

Date routed to Mayor: _____ Mayor's Recommendation: Yes No : _____

Date routed to Council: _____ City Council Approval: Yes No : _____

Comments: _____

Portion of Race in City of Tulsa



15.01 km