



BPAG 09/01/2011

# City of Tulsa

## Special Event Permit Application

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### Summary of Event

Event Title: American Heart Association Heart Walk Date of Event: April 22, 2017  
Event Location: ONEOK Field Council District: 4  
Event Description: 5K Walk (Submit Flyer or Brochure in Electronic Format)  
Event Sponsors: American Heart Association  
Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 10,000 Per Day: One Day

### Event Organizer Information

Organizing Agency: American Heart Association Web Address: www.americanheart.org  
Agency Contact: Liz Asbury Email Address: liz.asbury@heart.org  
On-Site Contact: Liz Asbury On-Site Phone: 918-877-8378  
Billing Contact: Liz Asbury Billing Phone: 918-877-8378  
Billing Address: 2227 E. Skelly Drive, Tulsa OK 74135

Agency Status: Profit ☐ Non-Profit ☒ Fundraiser? / What cause: American Heart Association

### Site Plan and Route Map

**Event Set-up:** Date: April 21, 2017 Day of Week: Friday Time: 8am  
Street Closing for Set-up, Stages, Tents, etc.: Date: April 22, 2017 Time: 7am  
Street(s) to be Closed: Elgin Ave between Cameron St and 1st St - Brady St between Detroit Ave and Elgin Ave-Archer St. between Elgin Ave and Frankfort St (Submit a Site Map in CAD/Electronic Format)

**Event Opens:** Date: April 22, 2017 Day of Week: Saturday Time: 7am  
Street Closing for Race, Parade, Festival, etc.: Date: April 22, 2017 Time: 9am  
Street(s) to be Closed: Please see attached map

(Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: Walk begins at 9:30am  
Daily Festival or Street Party Times: 7:30am to 12:00pm  
Road Race Service Co. and Phone: NA

**Event Closes:** Date: April 22, 2017 Day of Week: Saturday Time: 12:00pm  
Street Opening: Date: April 22, 2017 Day of Week: Saturday (course) Time: 10:30am  
**Event Dismantle:** Date: April 22, 2017 Day of Week: Saturday Time: 12:00pm  
Street Opening: Date: April 22, 2017 Day of Week: Saturday (Festival) Time: 11:30am

**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: 4-6 20X20 and 15-18 10X10  
 Yes ☒ No ☐ Other Structures On-Site? If yes, please explain: stage, scaffolding for start/finish line  
 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: TPD Special Events 918-586-6054  
 If yes, please describe or provide an attachment of your plan: TPD Operational Plan

Yes ☒ No ☐ Medical First Aid On-Site? Agency and Phone: EMSA 918-586-3055  
 If yes, please describe or provide an attachment of your plan: \_\_\_\_\_

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: \_\_\_\_\_

Yes ☒ No ☐ Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: \_\_\_\_\_

Yes ☒ No ☐ Using a Shuttle Service? If yes, please describe or provide an attachment of your plan: \_\_\_\_\_  
Senior Star Shuttle bus from OSU Campus to ONEOK Field

**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: 7am Start Time: 8am Finish Time: 12pm  
 Yes ☒ No ☐ Certificate of Insurance? Agency and Phone: Marsh USA, Inc- Pending  
 If yes, submit certificate. If no, please explain: \_\_\_\_\_  
 Yes ☒ No ☐ Portable Rest Rooms? Agency and Phone: Porta John (918) 836-8657  
 Number of Portable Rest Rooms: 4 Number of Disability Accessible Portable Rest Rooms: 1  
 Equipment Setup: Date: TBD Time: TBD Equipment Pickup: Date: TBD Time: TBD

**Mitigation of Impact**

Please describe your plan for cleanup and removal of waste and garbage during and after your event: \_\_\_\_\_

We will have trash receptacles placed along the route which we will pick up and dispose of at Driller's Stadium after the event. For trash inside the park, we will be using the Driller's waste removal procedure.

Number of Trash Receptacles: Mult Number of Dumpsters: Mult Number of Recycling Containers: TBD

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? \_\_\_\_\_

**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: Liz Asbury Signature: \_\_\_\_\_ Signature via email \_\_\_\_\_ Date: 2/28/2017

Mail to: **Special Event Coordinating Committee**, 175 East 2nd Street, Suite 590, Tulsa, Oklahoma 74103

Or Email to: [sbain@cityoftulsa.org](mailto:sbain@cityoftulsa.org). Your electronic submission will serve as your electronic signature.

**For City of Tulsa Special Event Coordinating Committee Use Only**

Date received: 02.28.2017 Date routed: 04.04.2017 Date for review: 04.19.2017

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 04.18.2017. 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: Form revised and map attached 04.04.2017

