



City of Tulsa Special Event Permit Application

BPAG 09/01/2011

Summary of Event

Event Title: Diva Dash Tulsa 5K Date of Event: July 8, 2017
 Event Location: Denver and 3rd St Council District: 4
 Event Description: 5K Run (Submit Flyer or Brochure in Electronic Format)
 Event Sponsors: Girls Scouts of Eastern Oklahoma
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 700 Per Day: 700

Event Organizer Information

Organizing Agency: KC Running Company Web Address: www.divadash5k.com
 Agency Contact: JoAnn Bushko Email Address: joann@kcrunningcompany.com
 On-Site Contact: JoAnn Bushko On-Site Phone: 816-808-3086
 Billing Contact: JoAnn Bushko Billing Phone: 816-569-4508
 Billing Address: 411 E. 135th ST Kansas City MO 64145
Street City State Zip
 Agency Status: Profit Non-Profit Fundraiser? / What cause: Girls Scout of Eastern Oklahoma

Site Plan and Route Map

Event Set-up: Date: July 8, 2017 Day of Week: Saturday Time: 5am
 Street Closing for Set-up, Stages, Tents, etc.: Date: July 8, 2017 Time: 5 am
 Street(s) to be Closed: S. Denver Ave between 2nd and 3rd st
 (Submit a Site Map in CAD/Electronic Format)

Event Opens: Date: July 8, 2017 Day of Week: Saturday Time: 7am
 Street Closing for Race, Parade, Festival, etc.: Date: July 8, 2017 Time: 7am
 Street(s) to be Closed: Street on map USATF # OK13066DG
 (Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: 5K at 8 am/ Lil Princess Dash (50 Yards to 200 yards) at 9 am
 Daily Festival or Street Party Times: NA

Road Race Service Co. and Phone: KC Running Company/ 816-569-4508

Event Closes: Date: July 8, 2017 Day of Week: Saturday Time: 9:15am
 Street Opening: Date: July 8, 2017 Day of Week: Saturday Time: 9:15 am
 Event Dismantle: Date: July 8, 2017 Day of Week: Saturday Time: 9:30am
 Street Opening: Date: July 8, 2017 Day of Week: Saturday Time: 11:00am

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: Tulsa Police Dept/ 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 will stage at event / 918-596-3500
 If yes, please describe or provide an attachment of your plan: EMSA Medical 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: _____

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: 7:30am Finish Time: 9:30am

Yes No Certificate of Insurance? Agency and Phone: KC Running Company will provide
 If yes, submit certificate. If no, please explain: _____

Yes No Portable Rest Rooms? Agency and Phone: At your Service / 918-272-0568

Number of Portable Rest Rooms: 7 Number of Disability Accessible Portable Rest Rooms: 1

Equipment Setup: Date: 7/7/16 Time: 5pm Equipment Pickup: Date: 7/10/17 Time: 5pm

Mitigation of Impact

Please describe your plan for cleanup and removal of waste and garbage during and after your event: _____
Volunteers will clean the area in equal or better condition

Number of Trash Receptacles: NA Number of Dumpsters: NA Number of Recycling Containers: NA

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: Will send flier as per addresses

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: pending

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: JoAnn Bushko Signature: Signature via Email Date: 3/3/17

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: 03.06.2017 Date routed: 06.19.2017 Date for review: 06.28.2017

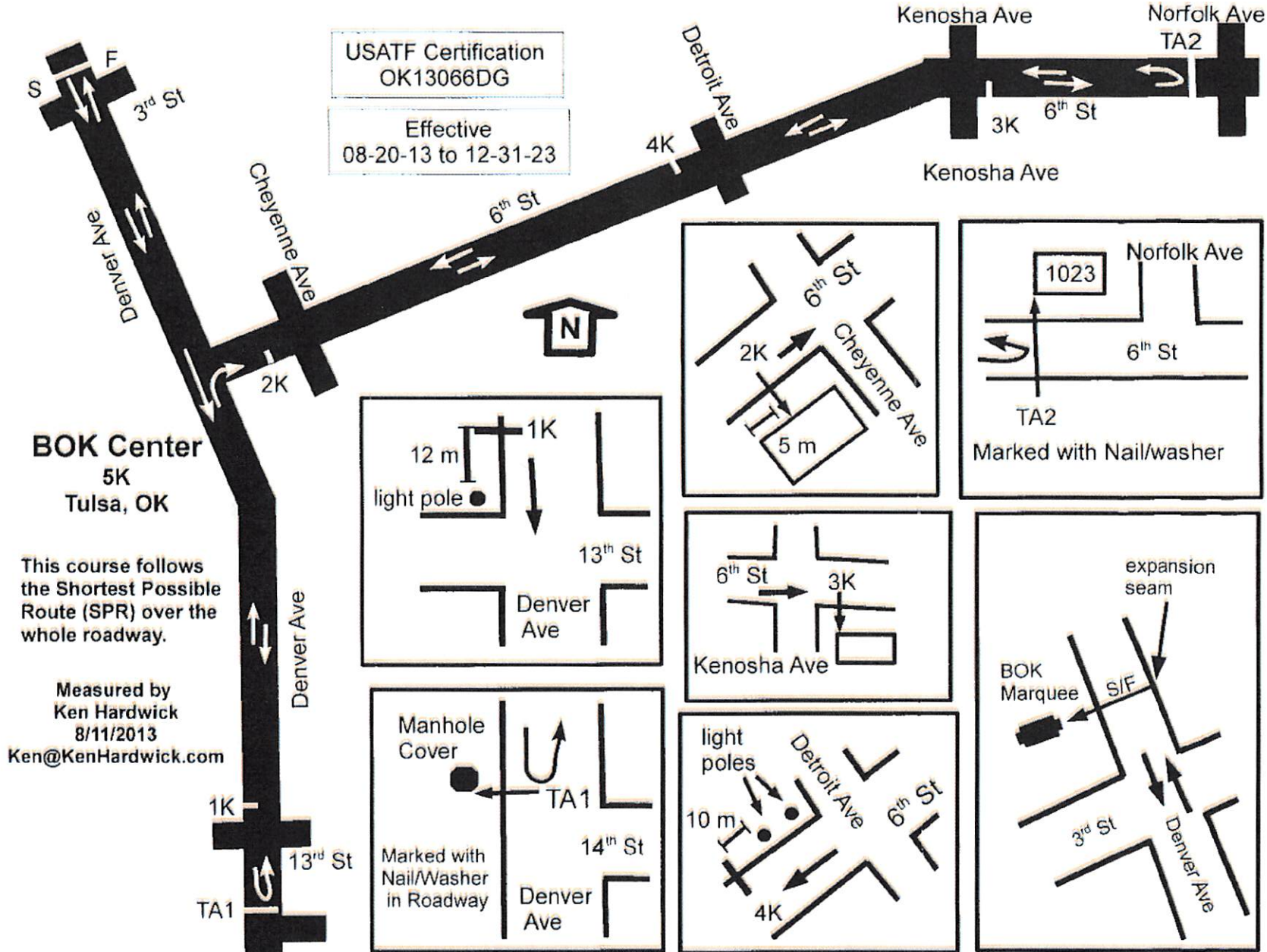
If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 06.27.2017. If any problems are resolved or not resolved by that time, a copy of this application and brief memo stating the solution or reason for the 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 : 06.21.2017

Date routed to Mayor: 06.21.2017 Mayor's Recommendation: Yes No : _____

Date routed to Council: 06.21.2017 City Council Approval: Yes No : _____

Comments: _____



USATF Certification
OK13066DG

Effective
08-20-13 to 12-31-23

BOK Center
5K
Tulsa, OK

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

Measured by
Ken Hardwick
8/11/2013
Ken@KenHardwick.com

