



BPAG 09/01/2011

City of Tulsa Special Event Permit Application

Summary of Event

Event Title: Riverside 5000 Date of Event: 8/12/17
 Event Location: Riverside Dr from 96th to Casino Dr Council District: 2
 Event Description: Running Road Race (Submit Flyer or Brochure in Electronic Format)
 Event Sponsors: Tulsa Runner
 Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: 1000 Per Day: 1000

Event Organizer Information

Organizing Agency: Tulsa Runner Web Address: www.tulsarunner.com
 Agency Contact: Philip West Email Address: westusmc@hotmail.com
 On-Site Contact: Philip West On-Site Phone: 918-557-8737
 Billing Contact: Trani Matthews Billing Phone: 918-494-8800
 Billing Address: 9708 S Riverside Pkwy Ste B Tulsa, OK 74137
Street City State Zip
 Agency Status: Profit Non-Profit Fundraiser? / What cause: All profits to Jenks Comm. Food Bank

Site Plan and Route Map

Event Set-up: Date: 8/12/17 Day of Week: Saturday Time: 6:15am
 Street Closing for Set-up, Stages, Tents, etc.: Date: 8/12/17 Time: 6:15am
 Street(s) to be Closed: Riverside Dr from 96th to Casino Dr
 (Submit a Site Map in CAD/Electronic Format)

Event Opens: Date: 8/12/17 Day of Week: Saturday Time: 7:30am
 Street Closing for Race, Parade, Festival, etc.: Date: 8/12/17 Time: 6:15am
 Street(s) to be Closed: Riverside Dr from 96th to Casino Dr
 (Submit Route Map in CAD/Electronic Format)

Race, Parade, or Escort Start Times: 7:30 a.m. Elite 5K | 8 a.m. Open 5K | 8:45 a.m. 18 & Under 5K (uses the
 Daily Festival or Street Party Times: NA Open 5K course)

Road Race Service Co. and Phone: Tulsa Runner 918-494-8800

Event Closes: Date: 8/12/17 Day of Week: Saturday Time: 9:45am
 Street Opening: Date: 8/12/17 Day of Week: Saturday Time: 9:45am
Event Dismantle: Date: 8/12/17 Day of Week: Saturday Time: 9:45am
 Street Opening: Date: 8/12/17 Day of Week: Saturday Time: 9:45am

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: 10'x10' pop-up tents
 Yes No Other Structures On-Site? If yes, please explain: _____
 Yes No Using a City or River Park? Name and location: Riverparks NW of 96th & Riverside

Security, Medical, Traffic, and Parking Plans

Yes No Security or Police On-Site? Agency and Phone: TPD | (918) 586-6054
 If yes, please describe or provide an attachment of your plan: TPD for road closure | Pending

Yes No Medical First Aid On-Site? Agency and Phone: Call EMSA if necessary 918-561-3051
 If yes, please describe or provide an attachment of your plan: We also plan to have a volunteer from the OSU medical school on site.

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: _____
There is plenty of parking at the Kohl's shopping center parking lot.

Yes No Is there Disabled Parking? If yes, please describe or provide an attachment of your plan: _____
There is plenty of parking at the Kohl's shopping center parking lot.

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: 7:00am Start Time: 7:00am Finish Time: 9:30am

Yes No Certificate of Insurance? Agency and Phone: USATF 918-770-0168
 If yes, submit certificate. If no, please explain: _____

Yes No Portable Rest Rooms? Agency and Phone: Riverparks 918-596-2001

Number of Portable Rest Rooms: 2 Number of Disability Accessible Portable Rest Rooms: On-site

Equipment Setup: Date: 8/11/17 Time: day Equipment Pickup: Date: 8/13/17 Time: afternoon

Mitigation of Impact

Please describe your plan for cleanup and removal of waste and garbage during and after your event: _____
Myself and volunteers will pick up all our trash.

Number of Trash Receptacles: 4 Number of Dumpsters: 0 Number of Recycling Containers: 2

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

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

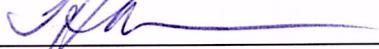
Yes No Have you presented your event concept to the affected residents, businesses, churches, and schools?
If yes, please attach a complete list of these entities. If no, please explain: I will contact all affected entities
at least 2 weeks prior to the race. They have not had problems in the past.

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: Trani Matthews Signature:  Date: 6/10/17

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: 06.14.2017 Date routed: 07.11.2017 Date for review: 07.26.2017

If any agency feels there are any problems with this application, contact the event organizer and discuss the problems and solutions before this date: 07.22.2017. 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 maps attached 07.11.2017.

Turn Around

91st St

Turn Around

Riverside 5000

Elite 5km Course

Finish on the 3rd lap

Finish

Start

ark



Turn Around

91st St

Turn Around

Finish Start

Riverside 5000
Open Course
Finish on 2nd Lap

Untitled Placemark

