



07/2017

City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

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Summary of Event

Name of Event: Zach Monaghan Memorial 5k Date(s) of Event: 9/17/17
Location Start: Union High School | 6636 S Mingo Rd Council District: 7
Location End: Union High School | 6636 S Mingo Rd Council District: 7
Event Description: 5k Running Race (Attach Flyer/Brochure)

Event Category:
☒ Athletic/Recreation ☐ Parade ☐ Procession/March
☐ Festival/Celebration ☐ Carnival ☐ Circus ☐ Farmer/Outdoor Market
☐ Concert/Performance ☐ Street/Block Party ☐ Police Escort ☐ Miscellaneous
Event Includes:
☒ Public Rights of Way ☒ Private Property ☐ Lane Closure ☐ Sidewalk Closure
☐ Tent/Canopy ☐ Merchandise Sales ☐ Public Park ☐ Private Park
☐ Amplified Sound ☐ Live Entertainment ☐ Food Sales ☐ Beer/Alcohol Sales
☐ No Parking Signage ☐ Generator/Electricity ☒ Other: Police at an intersection

Anticipated Participants: Total: 300 Per Day: 300
Anticipated Attendance: Total: 400 Per Day: 400
Yes ☐ No ☒ Is this a Monthly Event? If yes, how many events during the month?

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Runner Website: www.tulsarunner.com
Chief Officer of Host Organization: Trani Matthews
Email: trani@tulsarunner.com Phone: 918-494-8800
Applicant Name: Trani Matthews
Email: trani@tulsarunner.com Phone: 918-494-8800
Professional Event Organizer: Trani Matthews
Email: trani@tulsarunner.com Phone: 918-494-8800
On-site Contact: Philip West Mobile: 918-557-8737
Billing Contact: Trani Matthews Phone: 918-494-8800
Billing Address: 9708 S Riverside Pkwy Ste B Tulsa, OK 74137
Street City State Zip

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 9/17/17 Time: 2:00pm
 Street Closure for Event Setup: Date: none Time: none
 Street(s) to be Closed for Event Setup: none
 _____ (Attach Site Map)

Event Start: Date: 9/17/17 Time: 3:00pm
 Street Closure for Event Start: Date: none Time: none
 Street(s) to be Closed for Event Start: none
 _____ (Attach Route Map)

Run, Walk, Parade Start Time: 3:00pm 5k, 3:45pm 1 mile fun run

Daily Event Hours: NA

Event End: Date: 9/17/17 Time: 4:00pm
 Street Reopens After Event End: Date: NA Time: _____
Event Teardown: Date: 9/17/17 Time: 4:00pm
 Street Reopens After Event Teardown: Date: NA Time: _____

Secondary Permits Required

Yes ☐ No ☒ Low-Point Beer on-site? ☐ Beer Sales ☐ Free Beer
 Yes ☐ No ☒ High-Point/Alcohol on-site? ☐ Alcohol Sales ☐ Wine Sales ☐ Free Alcohol/Wine
 Yes ☐ No ☒ Food Vendor on-site? Number of Food Vendors: _____
 Yes ☐ No ☒ Food Truck on-site? Number of Food Trucks: _____
 Yes ☐ No ☒ Food Cooked on-site? ☐ Charcoal ☐ Electric ☐ Gas ☐ Other _____
 Yes ☐ No ☒ Other Vendor on-site? Number of Item Vendors: _____ Number of Service Vendors: _____
 Yes ☐ No ☒ Tent/Canopy on-site? If yes, Provider and Phone: _____

Please list number and size: _____ (Attach Tent Permit)

Yes ☐ No ☒ Inflatable on-site? If yes, Provider, Phone and Number of Inflatables: _____

Yes ☐ No ☒ Amusement Ride on-site? If yes, Provider, Phone and Number of Rides: _____
 _____ (Attach Certificate of Operation)

Yes ☐ No ☒ Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics? If yes,
 Provider and Phone: _____ (Attach Fireworks Permit)

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Yes ☒ No ☐ Using Security and/or Police? If yes, its Contact, Email and Phone: Tulsa PD (918) 586-6054

We will have a couple officers at the one road intersection on the course. (Attach Security Plan)

Yes ☒ No ☐ Using Medical and/or First Aid Services? If yes, its Contact, Email and Phone: 918-596-3051

Call EMSA if necessary and we will have a volunteer medical person. (Attach Medical Plan)

Yes ☐ No ☒ Using Traffic Control Barricade Company? If yes, its Contact, Email and Phone: _____

(Attach Traffic Control Plan)

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

Yes ☐ No ☒ Using Crowd Management Fencing Company? If yes, its Contact, Email and Phone: _____

(Attach Fencing Plan)

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

Yes ☒ No ☐ Is Parking Available? ☐ Parking Garage ☒ Paved Lot ☐ Street ☐ Unpaved Lot

If yes, please attach Parking Plan/Map. If no, please explain: Union High School parking lot

Yes ☒ No ☐ Is ADA Parking Available? If yes, attach Parking Plan/Map. If no, please explain: _____

Union High School parking lot

Yes ☐ No ☒ Using Shuttle Service? If yes, its Contact, Email and Phone: _____

(Attach Shuttle Plan)

Yes ☐ No ☒ Using Valet Service? If yes, its Contact, Email and Phone: _____

(Attach Valet Plan)

Sponsor and Other Event Information

Event Sponsor(s): Tulsa Runner

Yes ☐ No ☒ Using City, County, River or Private Park? If yes, Name of Park and Location: _____

(Attach Park Permit)

Yes ☐ No ☒ Using Drone on-site? ☐ Commercial Operator ☐ Recreational Operator

If yes, please attach License. If none, please explain: _____

Yes ☐ No ☒ Using Portable Toilets? If yes, Provider and Phone: We have access to the HS facilities.

Total Number of Portable Toilets: _____ Number of ADA Accessible Portable Toilets: _____

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

Yes ☒ No ☐ Other information? Traffic control at two residential intersections but no road closure.

Site Plan and Route Map

Your event site plan and route map should be submitted in CAD format and include, but not limited to:

- ☐ An outline of the entire event venue including the names of all streets or areas that are part of the venue and surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street and lane closures.
- ☐ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- ☐ The provision of minimum twenty foot (20') emergency access lanes throughout the event venue.
- ☐ The location of first aid facilities and ambulance stand-by.
- ☐ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- ☐ A detail or close-up of the food booth/truck and cooking area configuration including booth/truck identification of all vendors cooking with flammable gases or barbecue grills.
- ☐ Generator locations and/or source of electricity.
- ☐ Placement of support and media vehicles and/or trailers.
- ☐ Exit locations for outdoor events that are fenced and/or locations with tents and tent structures.
- ☐ Description of all event components required to meet ADA accessibility standards
- ☐ Other related event components or information not listed above.

Entertainment and Related Activities

Yes ☐ No ☒ Are there any musical entertainment features related to your event? If yes, please complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Number of Stages: _____ Number of Performers/Bands: _____

Performer/Band name and music type: _____

Yes ☐ No ☒ Will sound amplification be used at your event?

If yes, Start time: _____ Finish time: _____

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

Yes ☐ No ☒ Will sound checks be conducted prior to the event?

If yes, Start Time: _____ Finish Time: _____

Yes ☐ No ☒ Will hot air balloons, fire lanterns or similar devices be used at your event? If yes, please describe: _____

Yes ☐ No ☒ Will your event include the use of any signs, banners, decorations, or special lighting? If yes, please describe: _____

General Rules for Application

- ☐ A Special Event Permit is required to block pedestrian or vehicular traffic, or the use of private property for an outdoor venue open to the public.
- ☐ A Monthly Event Permit can be approved for a recurring event at the same location on multiple dates within the same month, provided no changes are made to the site plan and/or traffic control plan.
- ☐ Traffic control devices must be placed according to the Manual on Uniform Traffic Control Devices (MUTCD) and any additional City requirements for any type of road or lane closure.
- ☐ The Tulsa Police Department Special Events Unit (918) 586-6054 / (918) 586-6067 must be contacted to arrange for escorts and other event-related traffic control for any type of moving route.
- ☐ Contact Emergency Medical Services Authority (EMSA) for medical stand-by.
- ☐ Public rights-of-way must not be altered. Streets, sidewalks, trees, plants and buildings must be protected from damage during your event.
- ☐ Glassware is not allowed on-site for any outdoor events.
- ☐ Notification to impacted entities within 300 feet is required for all events (See below).
- ☐ Applicants must remove all trash and debris immediately following their event.
- ☐ If sales will take place at your event, you must provide the following documentation online fifteen (15) business days prior to the event:
 - Submit a list of all vendors at the event including business name, contact name, address, and telephone number.
 - *Oklahoma Vendors.* Submit copies of sales tax permits of Oklahoma vendors at the event. Vendors must display copies of sales tax permits at the event.
 - *Out of State Vendors.* If out of state vendors will be making sales at the event, you must obtain a special event sales tax permit from the Oklahoma Tax Commission and submit a copy of the permit to the City of Tulsa. To obtain a special event sales tax permit, please contact the Oklahoma Tax Commission Special Events Division at (918) 581-2399.
 - At the conclusion of the event, the Special Events Sales Tax Form needs to be completed and properly submitted by each vendor.
- ☐ **Streets must not be painted.** Handheld chalk and/or tape are the only allowed means of marking start/finish lines, route markers, logos and placement of tents, vendors, barricades, etc. unless approved.
- ☐ Event venues must comply with all ADA accessibility regulations.
- ☐ A permit does not give permission to trespass on private, county, state or federal property. You will need to show written proof that you have permission to use such property.
- ☐ A written statement from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted.
- ☐ Events are processed on a first-come, first served basis. If a scheduling conflict occurs, preference will be given to the previously-permitted annual events operating on the customary event date(s).
- ☐ The City of Tulsa must not be included as a sponsor of the event unless authorized in writing.

General Rules for Application

- ☐ Any Special Event which necessitates the closing or using a street or sidewalk, venue for carnival or circus, police escort or traffic control, or any Special Event which includes the serving or consumption of alcoholic beverages and/or beer must carry a policy of liability insurance in the amount \$1,000,000.00. Such insurance policy should be issued by an insurance company licensed to do business in the State of Oklahoma. A certificate of such insurance coverage, naming the City of Tulsa (175 E. 2nd St., Tulsa OK 74103) as Additional Insured, must be on file with the City of Tulsa fifteen (15) business days prior to the event. List the name and date of event on the certificate of insurance.
- ☐ In most cases, issuance of a Special Event Permit will serve as your approval to use amplified sound within the event venue as outlined in your permit application. Sound levels should not exceed 90 decibels 15 feet from the source. Sound levels may have to be lowered between 11 p.m. and 7 a.m.
- ☐ Tents/canopies or grouping of tents over 400 square feet require a tent permit. A tent permit must be obtained before erecting a tent. Tent stakes driven into the ground, street, sidewalk, or tent straps attached to poles are prohibited on public property. The Tent Permit Application (918) 596-9601 requires submittal fifteen (15) business days prior to the event. Review Tent/Canopy requirements.
- ☐ City, County (20-day County Beer Permit process) and State Special Event Beer Permits are required to sell low-point beer outdoors on public property and includes private property (shared parking lot) adjacent to a business. Submit all permits fifteen (15) business days prior to the event. Review Special Event Beer Application requirements.
- ☐ A Special Event Alcohol Beverage License is required to sell or serve high-point beer or alcohol outdoors on public property and includes private property (shared parking lot) adjacent to a business. The Oklahoma Alcoholic Beverage Laws Enforcement Commission (ABLE) (405) 521-3484 requires the submittal of the Public Event License application sixty (60) days prior to the event. Once received, present the ABLE License to the City of Tulsa Business License Office (918) 596-7640 and obtain a Special Event City Beverage License. Provide your plans to the Special Events Coordinator for outdoor alcohol premise enforcement prior to the event. Review Beer Garden requirements.
- ☐ Rules for discharges into the storm sewer are stated in Chapter 5 Pollution ordinance, section 502, B. subsection 1.d. Prohibited discharges "Any material that is disposed of or dumped in such a manner that causes pollutants to be discharged." This includes, but is not limited to, paints, process wastewater and liquids other than uncontaminated water. Violations of the pollution ordinance carry fines up to \$1000.00 per violation.
- ☐ Contact the Tulsa Health Department (918) 595-4361 for requirements related to food or beverage sales at the event.
- ☐ There is no permit required for a Drone within the City limits; however, all FAA regulations must be followed. Please review the Best Management Practices. Please register your Drone and send a copy of the license to the Special Events Coordinator.
- ☐ Your permit may be revoked for any of the following: Fraud, misrepresentation, failure to obtain required secondary permits, imminent threat to public health, safety and/or welfare. If your permit is revoked, future permit requests may be denied.

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 any trash we generate.

Number of Trash Receptacles: 3 Number of Dumpsters: 0 Number of Recycling Containers: 0

Yes ☐ No ☒ Using Clean Up Service? Provider and Phone: _____

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

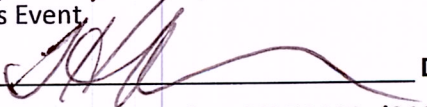
Yes ☒ No ☐ Have you presented your event concept to the officially recognized community groups that represent the venue area? If yes, please attach letters of endorsement or support from each of these groups. If no, please explain: We have a facility usage agreement with Union HS.

Yes ☐ No ☒ Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. If no, please explain: We don't block the road or access for anyone.

Yes ☐ No ☒ Do you have a sample of the notice that you propose to distribute to the impacted entities **two weeks prior to your event**? If yes, please attach. If no, please explain: _____
We don't block the road or access for anyone.

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.

Print Name: Trani Matthews Signature:  Date: 8/1/17

Mail to: **Special Events Coordinator, 175 E. 2nd St., Ste. 590, Tulsa, OK 74103, (918) 576-5636** or
Email to: Special Events Coordinator. Your electronic submission will serve as your electronic signature.

For City of Tulsa Special Events Committee Use Only

Date received: 08.08.2017 Date routed: 08.15.2017 Date for review: 08.30.2017

Special Events Committee Recommendation: Pending ☐ Yes ☒ No ☐ 08.16.2017

Date routed to Mayor: 08.23.2017 Mayor's Recommendation: Yes ☐ No ☐ _____

Date routed to Council: 08.23.2017 City Council Approval: Yes ☐ No ☐ _____

Date Permit Issued: _____ Comments: _____

Thank you for completing your Special Event Permit Application. Before you submit your application to the City of Tulsa, please make sure that the following steps have been completed:

Have you ?

- ☐ Reviewed the general rules of the application?
- ☐ Signed (if to be mailed) and dated your application?
- ☐ Attached a written communication from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this permit on their behalf?
- ☐ Attached your event site map?
- ☐ Attached your event moving route map?
- ☐ Attached your event security, communication and contingency plan?
- ☐ Attached your event medical, communication and contingency plan?
- ☐ Attached your event traffic control plan/map?
- ☐ Attached your event parking plan/map?
- ☐ Attached your event shuttle plan/map?
- ☐ Attached your event valet plan/map?
- ☐ Attached a complete entertainment list and schedule?
- ☐ Attached a complete parade entry list and guidelines?
- ☐ Attached a list of entities and community groups impacted by your event that were notified and/or provided letters of support or endorsement?
- ☐ Attached notice of communications that will be distributed to residents, businesses, schools, places of worship and other entities impacted by your event?
- ☐ Attached written permission from the owners, if using private property?
- ☐ Attached your Certificate of Insurance?

Please submit the following documents to the City of Tulsa (if applicable) at least fifteen (15) business days prior to the event:

- ☐ Copy of your tent permit(s).
- ☐ Copies of your three (3) low-point beer licenses (City, County and State).
- ☐ Copies of your high-point beer/alcohol licenses. (City and ABLE)
- ☐ Copy of your park permit.
- ☐ Copy of your fireworks/fire permit(s).
- ☐ A list of Oklahoma and out-of-state vendors on-site at the event and copies of sales tax permits required.
- ☐ Proof of Drone registration with the FAA.

Zach Monaghan Memorial 5k Route

The map shows the route of the Zach Monaghan Memorial 5k race. The route is marked with an orange line and arrows, starting and finishing at a parking area near S Minqo Rd and S 93rd E Ave. The route includes a loop around a large green field and a smaller loop around a pond. Key landmarks include Burning Tree, Glen Eagles apartment, and S Fulton Ave. Street names shown include E 62nd Pl-S, E 62nd Ct-S, S 90th E Ct, S 90th E Ave, S 91st E Ave, E 67th Ct, S 93rd E Ave, and S Minqo Rd. The map is credited to © 2016 Google.

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**Zach Monaghan
Memorial Run roads
effected by the race.**