



07/2017

City of Tulsa SPECIAL EVENT PERMIT APPLICATION

Page 1 of 8

Summary of Event

Name of Event: Tulsa Federal Credit Union Tulsa Run Date(s) of Event: 10/28/2017
 Location Start: Corner of Boulder and 6th Street Council District: 4
 Location End: Boston Ave in between 5th and 4th Street Council District: 4
 Event Description: 15k Road Race Celebrating its 40th Year (Attach Flyer/Brochure)

- Event Category:**
- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Parade | <input type="checkbox"/> Procession/March |
| <input type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Carnival | <input type="checkbox"/> Circus |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Street/Block Party | <input type="checkbox"/> Police Escort |
| <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Miscellaneous | |
- Event Includes:**
- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Street Closure | <input checked="" type="checkbox"/> Lane Closure | <input type="checkbox"/> Sidewalk Closure |
| <input checked="" type="checkbox"/> Public Rights of Way | <input type="checkbox"/> Private Property | <input checked="" type="checkbox"/> Public Park |
| <input checked="" type="checkbox"/> Private Park | <input checked="" type="checkbox"/> Tent/Canopy | <input checked="" type="checkbox"/> Merchandise Sales |
| <input checked="" type="checkbox"/> Food Sales | <input type="checkbox"/> Beer/Alcohol Sales | <input type="checkbox"/> Live Entertainment |
| <input type="checkbox"/> Open Flame | <input type="checkbox"/> Fireworks/Pyrotechnics | <input checked="" type="checkbox"/> Amplified Sound |
| <input type="checkbox"/> Generator/Electricity | <input type="checkbox"/> Other: _____ | <input checked="" type="checkbox"/> No Parking Signage |

Anticipated Participants: Total: 8,000 Per Day: 8,000

Anticipated Attendance: Total: 10,000 Per Day: 10,000

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 Sports Commission Website: www.tulsarun.com

Chief Officer of Host Organization: Heath Aucoin

Email: heathaucoin@tulsasports.org Phone: 918-688-3990

Applicant Name: Heath Aucoin

Email: heathaucoin@tulsasports.org Phone: 918-688-3990

Professional Event Organizer: NA

Email: _____ Phone: _____

On-site Contact: Heath Aucoin Mobile: 918-688-3990

Billing Contact: Heath Aucoin Phone: 918-688-3990

Billing Address: 1 West Third Street Suite 100 Tulsa, OK 74103

Street

City

State

Zip

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/27/2017 Time: 6:00am
 Street Closure for Event Setup: Date: 10/27/2017 Time: 6:00am
 Street(s) to be Closed for Event Setup: Boston Ave bw 5th and 3rd, Boulder Ave bw 5th and 6th
3rd Street bw Cincinnatti & Main, 4th Street bw Cinnцинatti and Main (Attach Site Map)
Event Start: Date: 10/28/2017 Time: 7:50am
 Street Closure for Event Start: Date: 10/28/2017 Time: 12:01am
 Street(s) to be Closed for Event Start: Various - See TPD operations plan. Rolling road closures starting
at 7:15am. Boulder b/w 6th and 4th for Start Line. Boston b/w 5th and 3rd Finish (Attach Route Map)
 Run, Walk, Parade Start Time: 5k Wheel 7:45am, 5k 7:50am, 2k 8:30am, 15k 8:50am, 15k 9:00am
 Daily Event Hours: Race Course closes at 12:30pm or when last finisher completes race
Event End: Date: 10/28/2017 Time: 12:30pm
 Street Reopens After Event End: Date: 10/28/2017 Time: 3:00pm
Event Teardown: Date: 10/28/2017 Time: 12:00pm (begin)
 Street Reopens After Event Teardown: Date: 10/28/2017 Time: 3:00pm

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: 3 (all free to runners)
 Yes No Food Truck on-site? Number of Food Trucks: 1
 Yes No Food Cooked on-site? Charcoal Electric Gas Other _____
 Yes No Other Vendor on-site? Number of Item Vendors: 2 Number of Service Vendors: 0
 Yes No Tent/Canopy on-site? If yes, Provider and Phone: TBD - In Selection Process (local vendor)
 Please list number and size: Sizes from 10x10 to 20x60 (provider will provide permit) (Attach Tent Permit)
 Yes No Inflatable on-site? If yes, Provider, Phone and Number of Inflatables: 2 inflatables
Just Gotta Jump - Scott or Jenn 918-346-8500
 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: Signal 88
Mike Lowry 918-408-6746 | TPD Special Events Unit 918-586-6054 (Attach Security Plan)

Yes No Using Medical and/or First Aid Services? If yes, its Contact, Email and Phone: St. John/EMSA
St. John Kelly Green 405-747-0039 EMSA Kim Richards 918-596-3055 (Attach Medical Plan)

Yes No Using Traffic Control Barricade Company? If yes, its Contact, Email and Phone: Lakeshore
Scott Argentine 773-457-2710 (Attach Traffic Control Plan)

Equipment Setup: Date: 10/26/2017 Time: TBD Equipment Pickup: Date: 10/28/2017 Time: 12:00pm

Yes No Using Crowd Management Fencing Company? If yes, its Contact, Email and Phone: Lakeshore
See contact above (Attach Fencing Plan)

Equipment Setup: Date: 10/27/2017 Time: 6:00am Equipment Pickup: Date: 10/28/2017 Time: 12:00pm

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

If yes, please attach Parking Plan/Map. If no, please explain: _____

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

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 Federal Credit Union, St. John, ONEGAS, ONEOK, McAllister's, Reasors,
SemGroup, Tulsa World, and others (tulasports.org/tulsarun/general/1288/sponsors)

Yes No Using City, County, River or Private Park? If yes, Name of Park and Location: Veterans Park
We run around the park so we rent it for the day so no others will use (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: Port A John Tulsa 918-836-8657

Total Number of Portable Toilets: 110 Number of ADA Accessible Portable Toilets: 10

Equipment Setup: Date: 10/27/2017 Time: 2p - 6p Equipment Pickup: Date: 10/28/2017 Time: 12:00pm

Yes No Other information? _____

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.
- In Design The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- Run The provision of minimum twenty foot (20') emergency access lanes throughout the event venue.
- The location of first aid facilities and ambulance stand-by.
- In Design 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.
- In Design 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.
- In Planning Generator locations and/or source of electricity.
- Placement of support and media vehicles and/or trailers.
- Open Air 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: 1 (primary) Number of Performers/Bands: 1 (dj) will have others on the course

Performer/Band name and music type: DJ will be playing music at finish line fest near PAC

We will have bands on the course. We have a detailed list of bands and can submit this week of race

Yes No Will sound amplification be used at your event?

If yes, Start time: 7:00am Start, 8:00am Finish Area Finish time: 9:00am Start/12:30pm Finish

Please describe the sound equipment that will be used for your event? DJ with speakers

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: We will have various groups cheering on the course and we may do a balloon release

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

- Submitted 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.
- NIA 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.
- NIA 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.
- Getting Drone Operator Info 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 hire Shikoba to do all of our trash and cleanup. They have done the race for 5 years

Number of Trash Receptacles: 100 Number of Dumpsters: 2 Number of Recycling Containers: 20

Yes No Using Clean Up Service? Provider and Phone: Shikoba Kristen McCormick 918-894-2019

Equipment Setup: Date: 10/28/2017 Time: 5:00am Equipment Pickup: Date: 10/28/2017 Time: 12:00pm

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: Emailed neighborhood assn. 3 times. Working with Deco District to get word out

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: Event Mailer, Will walk course, working with districts that the race includes

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: Will be mailed 2nd week of October
We will also put up race this week signage on the race course with the event website

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: Heath Aucoin Signature: *HSA* Date: 9/24/2017

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: 09.25.2017 Date routed: 10.14.2017 Date for review: 10.25.2017

Special Events Committee Recommendation: Pending Yes No

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

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

Date Permit Issued: _____ Comments: _____

Form revised 10.14.2017.

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?
- N/A Attached your event shuttle plan/map?
- N/A Attached your event valet plan/map?
- DD Attached a complete entertainment list and schedule?
- N/A 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.

Tulsa Run Street Closure Plan

3rd Street between Cincinnati and Main (East and Westbound lanes)

- Close at 5am on Friday Morning
- Open 3pm Saturday afternoon
- Note: Will push back the barricades for PAC events on Friday night for a drop off & turnaround area as in the past
- Will move PAC barricades back after event is completed

Boston Avenue between 3rd and 4th Street (North and Southbound lanes)

- Close at 5am on Friday Morning
- Open 3pm Saturday afternoon

Boston Avenue between 4th and 5th Street

- Both southbound lanes and parking spots closed at 5am on Friday Morning for finish line set up
- Westernmost northbound lane closed at 6am on Friday morning for finish line set up
- Easternmost northbound lane will stay open for traffic and also valet for Courtyard Marriott
 - This lane will be closed at 6pm on Friday night for Finish Line set up
- Northbound traffic will be allowed to take a right turn into the far southernmost eastbound lane

4th Street In between Main and Cincinnati

- Going eastbound the three lanes closest to the south curb will be closed along with parking spots at 5am on Friday morning
- Going eastbound the lane closest to the north curb will be open for traffic flow
- No right turn will be allowed onto Boston Ave going southbound
- At 6pm on Friday night traffic between Main and Boston will be closed for event set up
- Streets will be reopened at 3pm on Saturday or when all equipment is cleared from the streets

Boulder Ave in between 6th Street and 5th Street

- Going northbound the three westernmost lanes will be closed at 5am on Friday morning
- The easternmost lane will be open until 6pm on Friday night and after this it will be closed to all traffic for final start line set up
- Lanes will be open at 9:30am on Saturday morning or when the race is cleared from this area

12th Street at S. Guthrie Ave

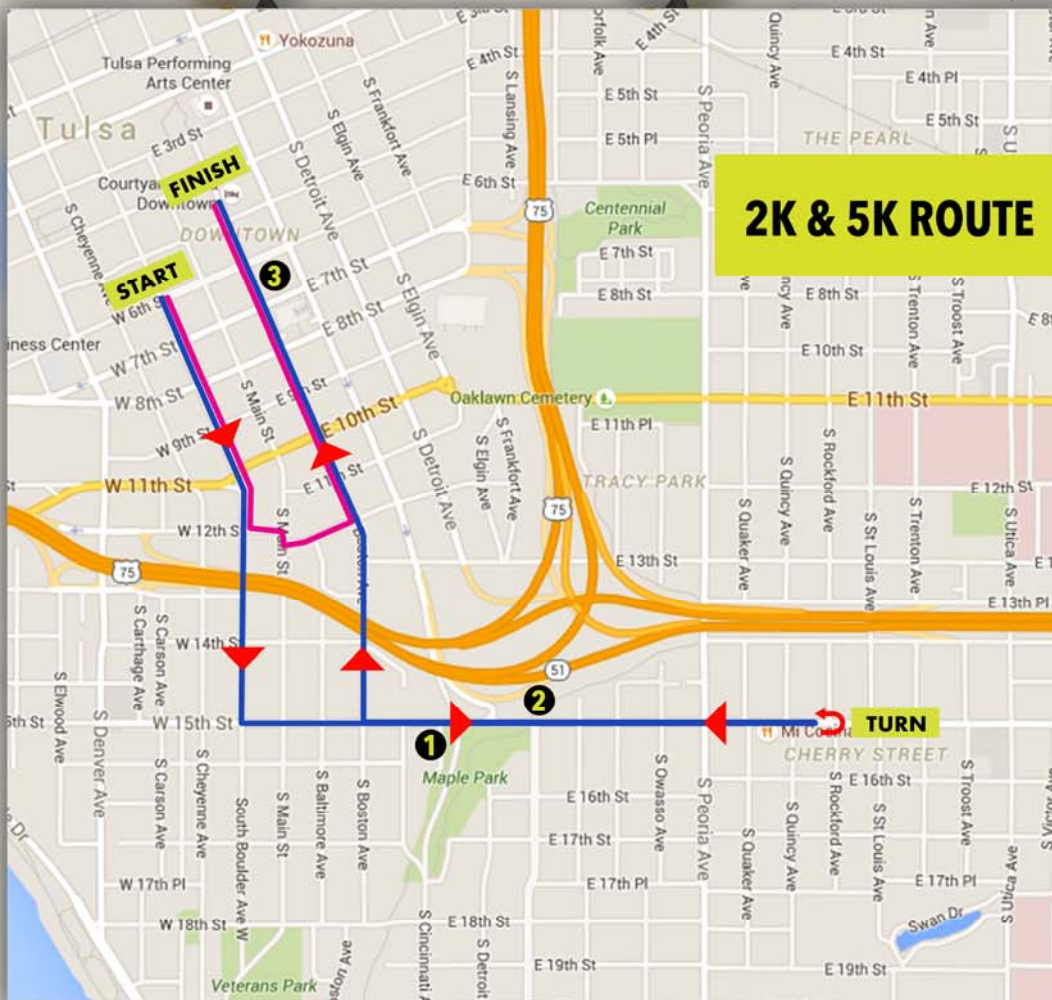
- Close access to S. Guthrie from 12th Street and W. 13th Street at 4pm on Friday October 27th
- Close the southernmost lane right before the right turn on to S. Guthrie Ave. Leave the middle eastbound lane open to traffic.
- Tulsa Run would like to set up water station in the southernmost lane of traffic to be able to meet runner need for the stop to be closer to the middle of the street
- Close both eastbound lanes of traffic starting at S. Galveston at 7am (or reporting time of water stop workers) on October 28th for water stop set up



TITLE SPONSOR



PRESENTING SPONSORS



2K & 5K ROUTE

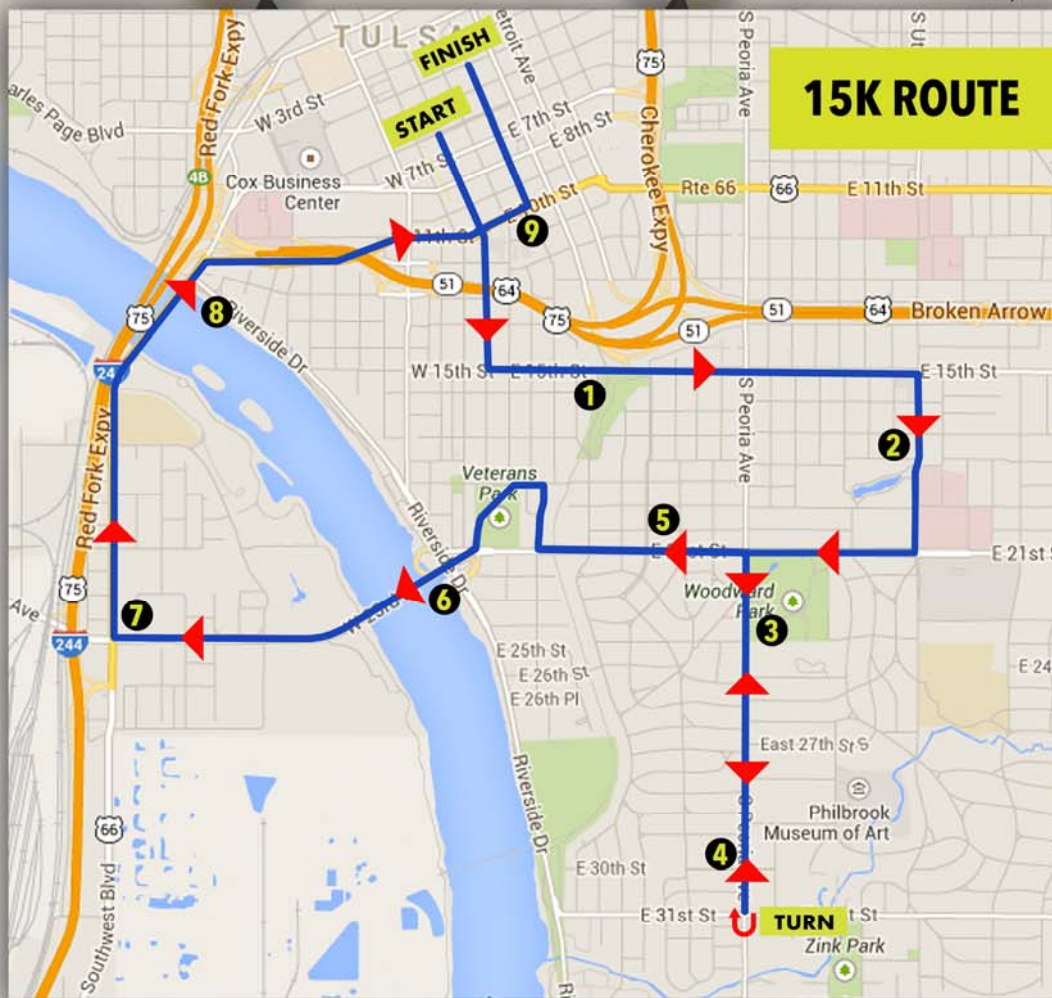
RUNNERS EXPO | OCT. 26-27
Runner's Expo & Packet Pick-Up
Thursday, Oct. 26 | 4-8 p.m.
Cox Business Center
Runner's Expo & Packet Pick-Up
Friday, Oct. 27 | 9 a.m.-7 p.m.

RACE DAY | OCT. 28
5K Wheelchair 7:45 a.m.
5K 7:50 a.m.
2K 8:30 a.m.
15K USATF Masters 8:50 a.m.
15K Wheelchair 8:55 a.m.
15K Open 9:00 a.m.





PRESENTING SPONSORS



15K ROUTE

RUNNERS EXPO | OCT. 26-27

Runner's Expo & Packet Pick-Up
Thursday, Oct. 26 | 4-8 p.m.
Cox Business Center

Runner's Expo & Packet Pick-Up
Friday, Oct. 27 | 9 a.m.-7 p.m.

RACE DAY | OCT. 28

5K Wheelchair 7:45 a.m.

5K 7:50 a.m.

2K 8:30 a.m.

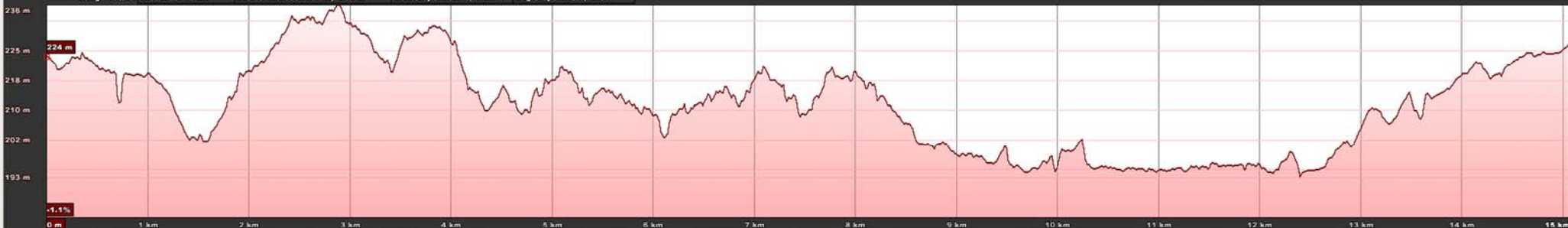
15K USATF Masters 8:50 a.m.

15K Wheelchair 8:55 a.m.

15K Open 9:00 a.m.



Graph: Min, Avg, Max Elevation: 193, 211, 236 m
Range Total: Distance: 15 km Elev Gain/Loss: 267 m, -264 m Max Slope: 20.2%, -21.2% Avg Slope: 2.8%, -2.9%





- 1 Holy Family Cathedral parking lot, between 8th and 9th on Boulder
- 2 Williams parking, 2nd Boulder and 1st Boulder
- 3 Crafton Tull Engineering, 8th Cincinnati
- 4 First Baptist Church, between 4th and 5th on Detroit
- 5 PAC Parking, between 2nd and 3rd on Cincinnati
- 6 Parking across from Fleet Feet, 2nd and Elgin
- 7 TCC Parking, 9th and 10th on Boston
- 8 Public parking across from Casa Laredo, 4th and Denver
- 9 Across from BOK, 1st and 2nd on Denver
- 10 Public Parking between 7th and 8th on Detroit and Elgin
- 11 Public Parking by Fassler Hall, 4th and Elgin
- 12 Public Parking across from Greyhound, 3rd and 4th on Detroit
- 13 Public Parking between 7th and 8th on Main
- 14 Parking Garage, Hyatt Hotel, 2nd between Boulder and Boston
- 15 Public Parking, Between 5th and 6th on Elgin
- 16 Public Parking, 6th and Detroit
- 17 3rd and Elgin
- 18 4th and Frankfort
- 19 3rd and Detroit
- 20 Philtower Garage
- 21 601 Boston Garage

DISCLAIMER
 The Tulsa Sports Commission provides this map as a service to the attendees.
 The Tulsa Sports Commission does not manage these parking lots and does not control regulation and availability of these parking lots. Vehicles and belongings are left here at owner's own risk. The Tulsa Sports Commission does not accept responsibility for any lost or damaged items.