

City of Tulsa SPECIAL EVENT PERMIT APPLICATION

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Summary of Event						
Name of Event: Aquarium	2	Date(s) of Event: April 7th, 2018				
Location Start: Oklahoma		Council District: 2, 9				
Location End: Oklahoma Aquarium				Council District: 2, 9		
Event Description: Half Marathon, 10K, 5K, & Fun Run				(Attach I	lyer/Brochure)	
Event Category:	✓ Athletic/Recreation	Parade		Procession	/March	
Festival/Celebration	Carnival	Circus		Farmer/Ou	itdoor Market	
Concert/Performance	Street/Block Party	Police Esco	rt 🗌	Miscellane	ous	
Event Includes:	✓ Street Closure	✓ Lane Closu	re 🗸	Sidewalk C	losure	
Public Rights of Way	Private Property	✓ Public Park	:	Private Par	·k	
✓ Tent/Canopy	Merchandise Sales	Food Sales		Beer/Alcol	nol Sales	
Amplified Sound	Live Entertainment	Open Flam	e [Fireworks/	Pyrotechnics	
No Parking Signage	Generator/Electricity	✓ Other: TB	D			
Anticipated Participants: Total: 2000 Per Day: 2000						
Anticipated Attendance: Total: 2500						
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: Oklahoma Aquarium Website: www.oki			aquarium.	org		
Chief Officer of Host Organiz	ation: Nermy Alexopoulos					
Email: kalexopouios@okaquarium.orgp			918 528	1536		
Applicant Name: Kara Love		•				
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Professional Event Organize	Adventure Tech Sport					
Email: adventuretechsports.com Phor			405 919	9587		
On-site Contact: Kara Lovell			918 521			
Billing Contact: Kara Lovell Phone: 918 528 1536						
Billing Address: P.O. Box 9	Jenks		Ok	74037		

Event Timeline and Lane/Street C	losure Informatio	חו	
Event Setup:	Date: April 7th, 2018	Time:	6:30am
Street Closure for Event Setup:	Date: April 7th, 2018		
Street(s) to be Closed for Event Setup: River	side Dr. (SB), Aquari	um Dr., 96th St. Bri	dge (EB)
See attached maps			(Attach Site Map)
Event Start:	Date: April /th, 2018	Time:	6:30am
Street Closure for Event Start:	Date: April 7th, 2018		7:45am
Street(s) to be Closed for Event Start: Rivers	side Dr. (SB), Aquariu	m Dr., 96th St. Brid	ge (EB)
			(Attach Route Map)
Run, Walk, Parade Start Time: 1/2 Maratho	n-8:00am, 10K- 8:10	am, 5K- 8:20am, &	Fun Run- 8:30am
Daily Event Hours: N/A			
Event End:	Date: 04/07/2010	Time:	12pm
Street Reopens After Event End:	Date: 04/07/2018	Time:	12pm
Event Teardown:	Date: 04/07/2018	Tīme:	12pm
Street Reopens After Event Teardown:	Date: 04/07/2018	Time:	12pm
Secondary Permits Required			
Yes No V Low-Point Beer on-site?	Beer Sales	Free Beer	
Yes No Migh-Point/Alcohol on-site?	Alcohol Sales	☐ Wine Sales	Free Alcohol/Wine
Yes No rood vendor on-site?	Number of Food Vendo	ors:	
Yes No I Food Truck on-site?	Number of Food Trucks	S:	
Yes No V Food Cooked on-site?	Charcoal Elec	ctric Gas	Other
Yes No Other Vendor on-site?	Number of Item Vendo	ors:Number of	Service Vendors:
Yes 🗸 No 🔲 Tent/Canopy on-site? If yes,	Provider and Phone: St	mall pop-ups for me	dical
Please list number and size:			(Attach Tent Permit)
Yes No Inflatable on-site? If yes, Pro	ovider, Phone and Num	ber of Inflatables:	
Yes No 🗸 Amusement Ride on-site? If	yes, Provider, Phone a	nd Number of Rides:	
		(Attach C	ertificate of Operation)
Yes No Does your event include the	use of fireworks, rocke	ets, lasers, or other py	rotechnics? If yes,
Provider and Phone:		(A	ttach 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: TPD Special Events Unit
(Attach Security Flan)
Yes V No Using Medical and/or First Aid Services? If yes, its Contact, Email and Phone: EMSA
918 596 3055, & OSU Medical on site. Medical stops map attached (Attach Medical Plan)
Yes No V 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 V 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:
Yes No Is ADA Parking Available? If yes, attach Parking Plan/Map. If no, please explain:
Yes No V 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): BKD, and Adventure Tech Sports
· ·
Yes No Using City, County, River or Private Park? If yes, Name of Park and Location: Trails, and
River Park Authority permits already submitted (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: At Your Service 918 272 0568
Yes V No U Using Portable Tollets? If yes, provider and Phone: 11 100 100 100 100 100 100 100 100 100
Total Number of Portable Toilets: 20 Number of ADA Accessible Portable Toilets: 5
Equipment Setup: Date: 04/08/2018 Time: 3pm Equipment Pickup: Date: 04/09/2018 Time: 18D
Yes No V 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. 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 X 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 ves. 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: Small banners at water stops

GE	<u> </u>	eral 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 <u>online</u> fifteen (15) business days prior to the event:
	AAAA	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. \Box 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. \Box 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. П 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. П 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. П 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. \Box 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: Staff and volunteer efforts
Number of Trash Receptacles: 20 Number of Dumpsters: 0 Number of Recycling Containers: 0
Yes No V 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: Will present to City of Jenks Wednesday December 20th, 2017.
Yes No W Have you met with the residents, businesses, places of worship, schools and other entitles that may be directly impacted by your event? If yes, please attach a complete list of these entities. If no, please explain: Will notify affected areas a few weeks prior to the event including neighborhoods/businesses.
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: Signs have not been created at this time. Will post yard signs in affected areas prior to the event.
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: Kara Lovell Signature: Date: 11/28/2017
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: 11.29.2018 Date routed: 03.29.2018 Date for review: 04.04.2018
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:
Map revisions 03.21.2018. Form revised 03.29.2018.

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:

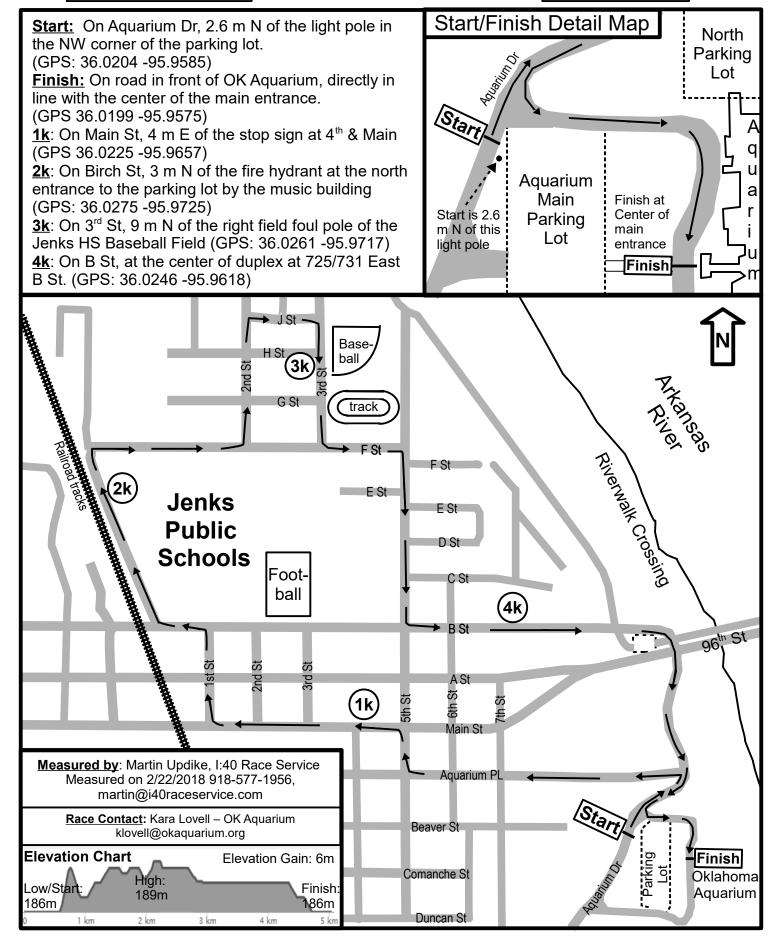
На	ve you?
	Reviewed the general rules of the application?
	Signed (if to be mailed) and dated your application?
	Attached a written communication from the Chief Officer of the Host Organization authorizing
	the applicant and/or professional event organizer to apply for this permit on their behalf?
	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?
\sqcup	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?
닏	Attached written permission from the owners, if using private property?
	Attached your Certificate of Insurance?
Please sub	mit the following documents to the City of Tulsa (if applicable) at least fifteen (15) business days
prior to the	
•	
	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.



Aquarium 5k #4 Jenks, OK – 5,000 meters

Effective Dates



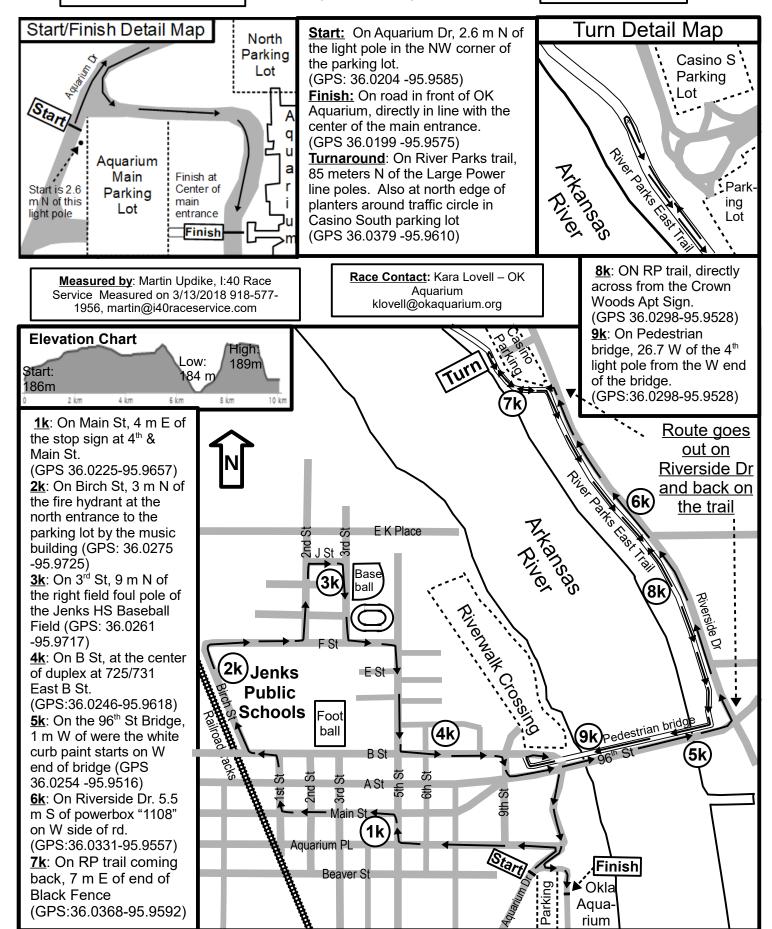




Aquarium 10k #3 Jenks, OK – 10,000 meters

Effective Dates



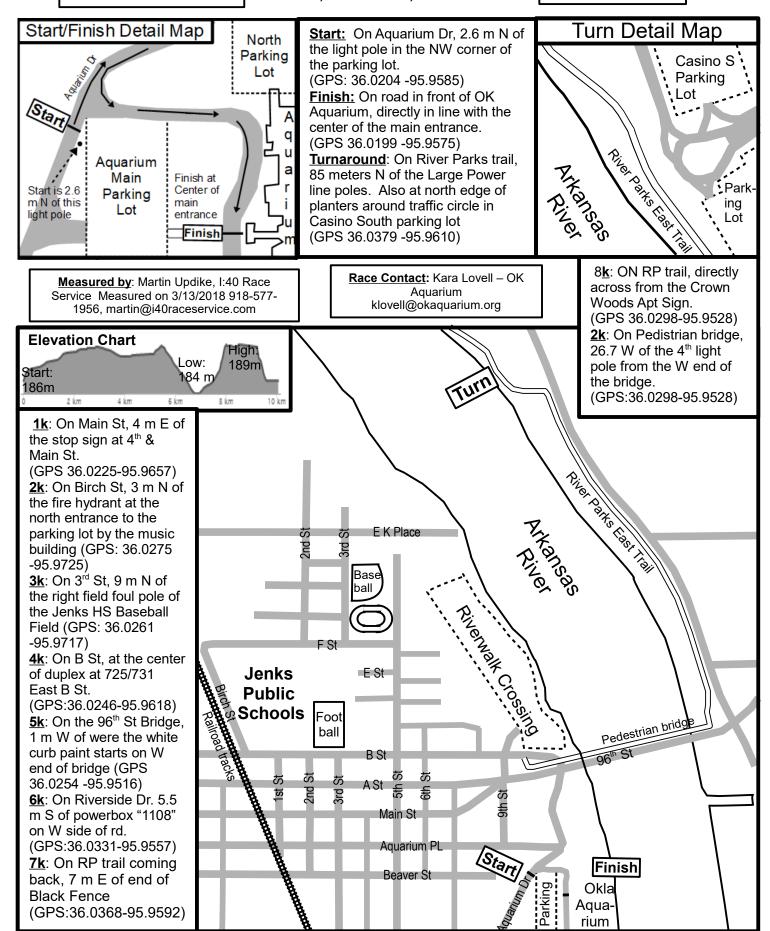




Aquarium 10k #3 Jenks, OK – 10,000 meters

Effective Dates







Aquarium Half Marathon #3 Jenks, OK – 21.0975 KM

Effective Dates

Finish



