



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Riverside 5000 Date(s) of Event: 8/11/2018
Location Address: 9555 S RIVERSIDE PKWY E Council District(s): 2
Event Description: 5k Running race with 3 races starting at 7:30am, 8:00am and 8:45am.
Event Category: Athletic/Recreation
Event Includes: Amplified Sound, Public Right of Way, Public Park, Street Closure
Anticipated Attendance: Total: 1000 Per Day: 1000
Anticipated Participants: Total: 650 Per Day: 650
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

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

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 08/11/2018 Time: 6:15am
Street Closure for Event Setup: Date: 08/11/2018 Time: 6:15am
Street(s) to be Closed for Event Setup: Riverside Pkwy between 96th St and 91st St

Event Start: Date: 08/11/2018 Time: 7:30am
Street Closure for Event Start: Date: 08/11/2018 Time: 7:00am
Street(s) to be Closed for Event Start: Riverside Pkwy between 91st St and Casino Dr.
Run, Walk, Parade Start Time: 7:30am Elite 5k
8:00am Open 5k
8:45am Kids 5k

Daily Event Hours: 6:15am-10:00am

Event End: Date: 08/11/2018 Time: 10:00am
Street Reopens after Event End: Date: 08/11/2018 Time: 10:00am

Event Teardown: Date: 08/11/2018 Time: 10:15am
Street Reopens after Event Teardown: Date: 08/11/2018 Time: 10:15am

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number of Tents/Canopies: 3 10X10 Provider and Phone: We will just have a few 10x10 pop up tents in the River Park on the NW corner of 96th & Riverside.

Number of Inflatables: 0 Provider and Phone: NA,
Number of Amusement Rides: 0 Provider and Phone: NA
Use of fireworks, rockets, lasers, or other pyrotechnics: No
Provider and Phone: NA,

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

Security and/or Police: Contact, Email and Phone: TPD Special Events Unit
(918) 586-6054

Medical and/or First Aid Services: Contact, Email and Phone: We will have a volunteer from OSU on hand to help anyone with any health emergencies.

Traffic Control Barricade Company: Contact, Email and Phone: TPD Barricade Crew will set up barricades to protect the race course.

Equipment Setup: Date: 08/11/2018 Time: 6:15am Equipment Pickup: Date: 08/11/2018 Time: 10:30am

Crowd Management Fencing Company: Contact, Email and Phone: NA

Equipment Setup: Date: Time: NA Equipment Pickup: Date: Time: NA

Parking Type: ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Tulsa Runner

Name of Park and Location, if applicable: River Parks on the NW corner of 96th & Riverside.

Drone: No

Portable Toilets: Provider and Phone: River Parks is taking care of it. We will get 3 porta potties as well as having access to the River Parks bathrooms at 96th & Riverside and the QT at 96th & Riverside.

Total Number of Portable Toilets: 3 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: 08/10/2018 Time: afternoon

Equipment Pickup: Date: 08/11/2018 Time: afternoon

Other information: NA

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 7:30am

Finish Time: 10:00am

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

A small portable sound system to play music.

Sound checks conducted prior to the event: No

Start Time: NA

Finish Time: NA

Describe hot air balloons, fire lanterns or similar devices used at event:

NA

Describe the use of any signs, banners, decorations, or special lighting used at event:

NA

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 that the event generates.

Number of Trash Receptacles: 5

Number of Dumpsters: 0

Number of Recycling Containers: 2

Cleanup Service Provider and Phone, if applicable: NA

Presented Event Concept to:

Residents, Businesses

Avidavit 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.

Initials: _____

For City of Tulsa Special Events Committee Use Only

Date received: 06.13.2018 Date routed: 07.17.2018 Date for review: 08.01.2018

Special Events Committee Recommendation: _____ ☐ Yes ☐ No

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

Date routed to Council: _____ City Council Approval: _____

Date Permit Issued: _____ Comments: _____

Turn Around

91st St

Turn Around

Riverside 5000

Elite 5km Course

Finish on the 3rd lap

Finish

Start

ark



Turn Around

91st St

**Riverside 5000
Open Course
Finish on 2nd Lap**

Untitled Placemark

Turn Around

Finish  **Start**

Start