



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Zach Monaghan Memorial 5K

Date(s) of Event: 9/16/18

Location Address: 6636 S MINGO RD E

Council District(s): 7

Event Description: Running Race

Event Category: Athletic/Recreation

Event Includes: Public Right of Way, Traffic Control

Anticipated Attendance: Total: 200

Per Day: 200

Anticipated Participants: Total: 150

Per Day: 150

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: 918-232-5611

Applicant Name: Trani Matthews

Email and Phone: 918-232-5611

Professional Event Organizer: NA

Email and Phone:

On-site Contact: Trani Matthews

Mobile: 918-232-5611

Billing Contact: Trani Matthews

Phone: 918-232-5611

Billing Address: 3715 S Evanston AVE
Tulsa OK 74105

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/16/2018 Time: 1:00pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA-Parking lot

Event Start: Date: 09/16/2018 Time: 3:00pm
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: NA-Traffic control
Run, Walk, Parade Start Time: 3:00pm 5k Start
3:45 1 Mile Fun Run start

Daily Event Hours: 1:00pm-4:45pm

Event End: Date: 09/16/2018 Time: 4:45pm
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 09/16/2018 Time: 4:45pm
Street Reopens after Event Teardown: Date: Time:

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: 0 Provider and Phone: NA

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: Tulsa PD to provide an officer or two to control traffic on the small section of the course that is on city streets.

Medical and/or First Aid Services: Contact, Email and Phone: We will have a volunteer for the OSU medical school on site to help with any medical emergencies.
Trani is coordinating this. His cell is 918-232-5611

Traffic Control Barricade Company: Contact, Email and Phone: NA

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

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

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

Parking Type: 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: NA

Drone: No

Portable Toilets: Provider and Phone: We will have access to the restrooms at the Union High School track.

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

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

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: No

Start Time:

Finish Time:

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

NA

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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 generated by the event.

Number of Trash Receptacles: 2

Number of Dumpsters: 0

Number of Recycling Containers: 1

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: We don't plan to contact any effected parties because the road is not closed and the number of participants is small. We won't be adversely effecting anyone.

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: On File

For City of Tulsa Special Events Committee Use Only

Date received: 06.16.2018 Date routed: 08.14.2018 Date for review: 08.22.2018

Special Events Committee Recommendation: _____ ☐ Yes ☐ No

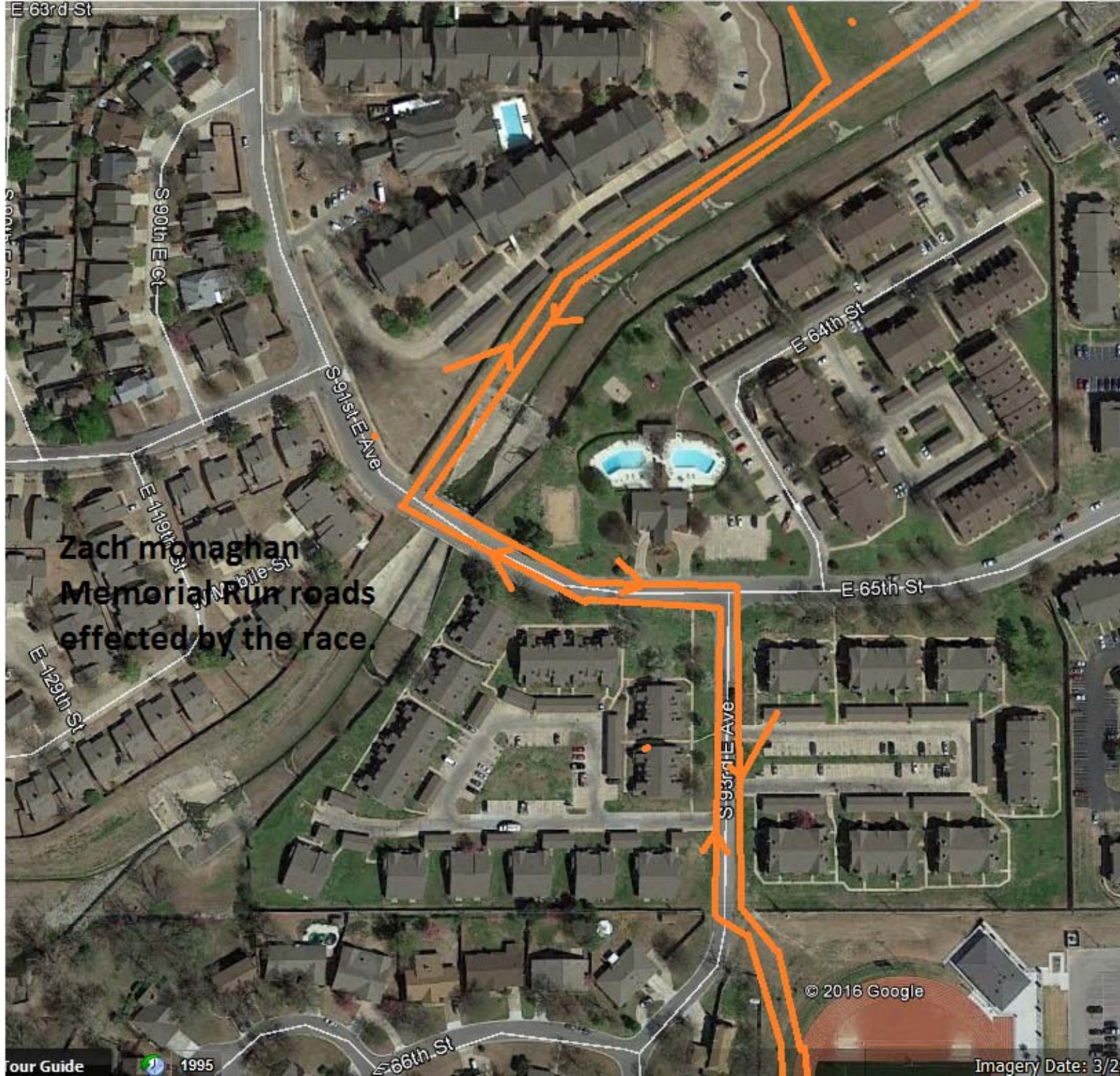
Date routed to Mayor: _____ Mayor's Recommendation: _____ ☐ Yes ☐ No

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

Date Permit Issued: _____ Comments: _____

Zach Monaghan Memorial 5k Route





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

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