



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Get Your Rear In Gear - Tulsa Date(s) of Event: Saturday March 9th, 2019  
Location Address: 111 E MATHEW BRADY ST N Council District(s): 4 & 1  
Event Description: 5k Run/Walk to raise awareness and screening for colorectal cancer  
**Event Category:** Athletic/Recreation  
**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Private Park, Public Right of Way, Live Entertainment, No Parking Signage, Street Closure  
Anticipated Attendance: Total: 350 Per Day: 0  
Anticipated Participants: Total: 325 Per Day: 0  
Number of Events for Monthly Event: No

### Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: Colon Cancer Coalition Website: http://join.coloncancercoalition.org/site/TR?fr\_id=3855&pg=entry  
Chief Officer of Host Organization: Chris Evans  
Email and Phone: 952-378-1237  
Applicant Name: Tara Gesy  
Email and Phone: tara@coloncancercoalition.org 952-378-1237  
Professional Event Organizer: NA  
Email and Phone:  
On-site Contact: Tara Gesy Mobile: 320-292-7337  
Billing Contact: Colon Cancer Coalition Phone: 952-378-1237  
Billing Address: 5666 Lincoln DR 270  
Edina MN 55436

## ***Event Timeline and Lane/Street Closure Information***

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**Event Setup:** Date: 03/09/2019 Time: 6:30am  
Street Closure for Event Setup: Date: 03/09/2019 Time: 6:30am  
Street(s) to be Closed for Event Setup: Boston Ave between Reconciliation Way and Cameron St

**Event Start:** Date: 03/09/2019 Time: 8am  
Street Closure for Event Start: Date: 03/09/2019 Time: 630am  
Street(s) to be Closed for Event Start: See racecourse map  
Run, Walk, Parade Start Time: 9:45 a.m. - Kids' Fun Run  
10 a.m. - 5K Timed Run  
10 a.m. - 5K Walk

Daily Event Hours: 8am to 2 pm

**Event End:** Date: 03/09/2019 Time: 2pm  
Street Reopens after Event End: Date: 02/09/2019 Time: 11:30am  
**Event Teardown:** Date: 03/09/2019 Time: 3pm  
Street Reopens after Event Teardown: Date: 03/09/2019 Time: 3pm

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Free low point Beer  
Number of Food Vendors: 2  
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: 10X10 Tents Provider and Phone: ABCO (Through Guthrie Green)  
Number of Inflatables: 1 Provider and Phone: Colon Cancer Coalition (Giant Inflatable Colon),  
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**

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Security and/or Police: Contact, Email and Phone: TPD Special Events Unit  
Sergeant Chris Witt  
O: 918-586-6054 C: 918-527-0025  
E: cwitt@cityoftulsa.org

Medical and/or First Aid Services: Contact, Email and Phone: EMSA On Site 918-596-3055

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: Street, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): [http://join.coloncancercoalition.org/site/TeamRaiserUser?](http://join.coloncancercoalition.org/site/TeamRaiserUser?list_type=custom_donor_list_event_type&team_id=-2&show_amount=SUM&fr_id=3855)  
[list\\_type=custom\\_donor\\_list\\_event\\_type&team\\_id=-2&show\\_amount=SUM&fr\\_id=3855](http://join.coloncancercoalition.org/site/TeamRaiserUser?list_type=custom_donor_list_event_type&team_id=-2&show_amount=SUM&fr_id=3855)  
You can see full sponsorship list here

Name of Park and Location, if applicable: Guthrie Green - Tulsa  
111 E Mathew Brady Street

Drone: No

Portable Toilets:    Provider and Phone: NA

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

Equipment Setup: Date:                      Time:

Equipment Pickup: Date:                      Time:

Other information: A&B Distributors will be providing the free beer.

## **Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: 1

Performer/Band name and music type: Mary Cogan - Contemporay

Sound Amplification: Yes

Start Time: 8am

Finish Time: 2pm

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

Guthrie Green stage and sound equipment

Sound checks conducted prior to the event: Yes

Start Time: 8am

Finish Time: 9am

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:

Banners with sponsors will be hung on the stage

## **Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Staff and Volunteers will be in charge of clean up. Guthrie Green will be left cleaner than when we arrive and garbage will be removed using Guthrie Green's dumpsters

Number of Trash Receptacles: 10

Number of Dumpsters: 3

Number of Recycling Containers: 3

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

## **Avidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 02.13.2019      Date routed: 02.21.2019      Date for review: 02.27.2019

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: Permit fee paid and form revised 02.21.2019.

