



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Zach Monaghan Memorial 5k Date(s) of Event: 9/15/2019
Location Address: 6636 S MINGO RD E Council District(s): 7
Event Description: 5K Running Race
Event Category: Athletic/Recreation
Event Includes: Public Right of Way, Private Property, Street Closure
Anticipated Attendance: Total: 300 Per Day: 300
Anticipated Participants: Total: 200 Per Day: 200
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Runner Website: https://www.tulsarunner.com/
Chief Officer of Host Organization: Trani Matthews
Email and Phone: 918-494-8800
Applicant Name: Trani Matthews
Email and Phone: trani@tulsarunner.com 918-494-8800
Professional Event Organizer: Same
Email and Phone:
On-site Contact: Trani Matthews Mobile: 918-494-8800
Billing Contact: Tulsa Runner Phone: 918-494-8800
Billing Address: 9708 Riverside PKWY
Tulsa OK 74137

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 09/15/2019 Time: 2:00 pm
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: NA - Parking Lot

Event Start: Date: 09/15/2019 Time: 3:00 PM
Street Closure for Event Start: Date: 09/15/2019 Time: 3:00 pm
Street(s) to be Closed for Event Start: Neighborhood Street - Police Traffic Control - See Map
Run, Walk, Parade Start Time: 3:00 pm - 5K Start
3:45 pm - Fun Run Start
4:15 pm - Awards Ceremony

Daily Event Hours: 2 to 4:30 pm

Event End: Date: 09/15/2019 Time: 4:30 pm
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 09/15/2019 Time: 4:30 pm
Street Reopens after Event Teardown: Date: 09/15/2019 Time: 4:00 pm

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: TPD Special Events Unit (918) 596-6054

Medical and/or First Aid Services: Contact, Email and Phone: OSU Medical volunteer will be on site

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: 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: NA

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: 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 clean up any trash we generate.

Number of Trash Receptacles: 3

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Schools

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: 07/07/2019 Date routed: 09/05/2019 Date for review: 09/11/2019

Special Events Committee Recommendation: 09/05/2019* Yes No

Date routed to Mayor: 09/05/2019 Mayor's Recommendation: _____ Yes No

Date routed to Council: 09/05/2019 City Council Approval: _____ Yes No

Date Permit Issued: _____ Comments: Form revised 09/05/2019. *Email review. Next SEC meeting 09/11/2019.

Zach Monaghan Memorial 5k Route





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

E 63rd St

S 90th St

S 90th E Ct

S 91st E Ave

E 64th St

E 65th St

E 419th St

E 429th St

S 93rd E Ave

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E 66th St