



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Jenks Half Marathon and 5K Date(s) of Event: 11/9/2019
Location Address: 9708 S RIVERSIDE PKWY E 110 Council District(s): 2
Event Description: Half Marathon and 5K Road Races
Event Category: Athletic/Recreation
Event Includes: Public Right of Way, Lane Closure
Anticipated Attendance: Total: 600 Per Day: 600
Anticipated Participants: Total: 500 Per Day: 500
Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Runner Website: https://www.tulsarunner.com/event/jenks-half-marathon/
Chief Officer of Host Organization: Trani Matthews
Email and Phone: trani@tulsarunner.com 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: 11/09/2019 Time: 6:00 AM

Street Closure for Event Setup: Date: Time:

Street(s) to be Closed for Event Setup: NA

Event Start: Date: 11/09/2019 Time: 7:30 AM

Street Closure for Event Start: Date: 11/09/2019 Time: 7:30 AM

Street(s) to be Closed for Event Start: No streets will be closed. We just need TPD and Jenks PD to control traffic.

Run, Walk, Parade Start Time: 7:30 AM Half Marathon
7:45 AM 5K Run

Daily Event Hours: NA

Event End: Date: 11/09/2019 Time: 11:00 AM

Street Reopens after Event End: Date: Time:

Event Teardown: Date: 11/09/2019 Time: 11:00 AM

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 (918-586-6054), Jenks PD (918-261-0880) and Jenks Campus PD (918-645-6547)

Medical and/or First Aid Services: Contact, Email and Phone: We will have an OSU medical volunteer at the finish line and we will notify EMSA of the event.

Traffic Control Barricade Company: Contact, Email and Phone: We plan to cone 91st between Union Ave and Elwood Ave with runners using westbound lane only.

Equipment Setup: Date: 11/09/2019 Time: 7:00 AM Equipment Pickup: Date: 11/09/2019 Time: 10:00 AM

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
Tedford Insurance
Country Financial
CCK Strategies

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: PortaJohn of Tulsa (918-836-2134)

Total Number of Portable Toilets: 5 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 11/08/2019 Time: PM

Equipment Pickup: Date: 11/11/2019 Time: AM

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: 7:00 AM

Finish Time: 11:00 AM

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

Portable sound system for announcements and music at the finish on the Jenks HS track

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:

We will have yard signs along the course: 2 weeks prior to the event for public notification, and mile markers on race day.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: We will sweep the course to pick up all signs and trash generated by the races

Number of Trash Receptacles: 6

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 will notify Titan Sports, Jones Airport, Tulsa Tech, Southlakes Golf Course, Miller Swim School and Creek Nation within the next two weeks.

Other entities

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: 09/05/2019 Date routed: 10/23/2019 Date for review: 10/30/2019

Special Events Committee Recommendation: _____ Yes No

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

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

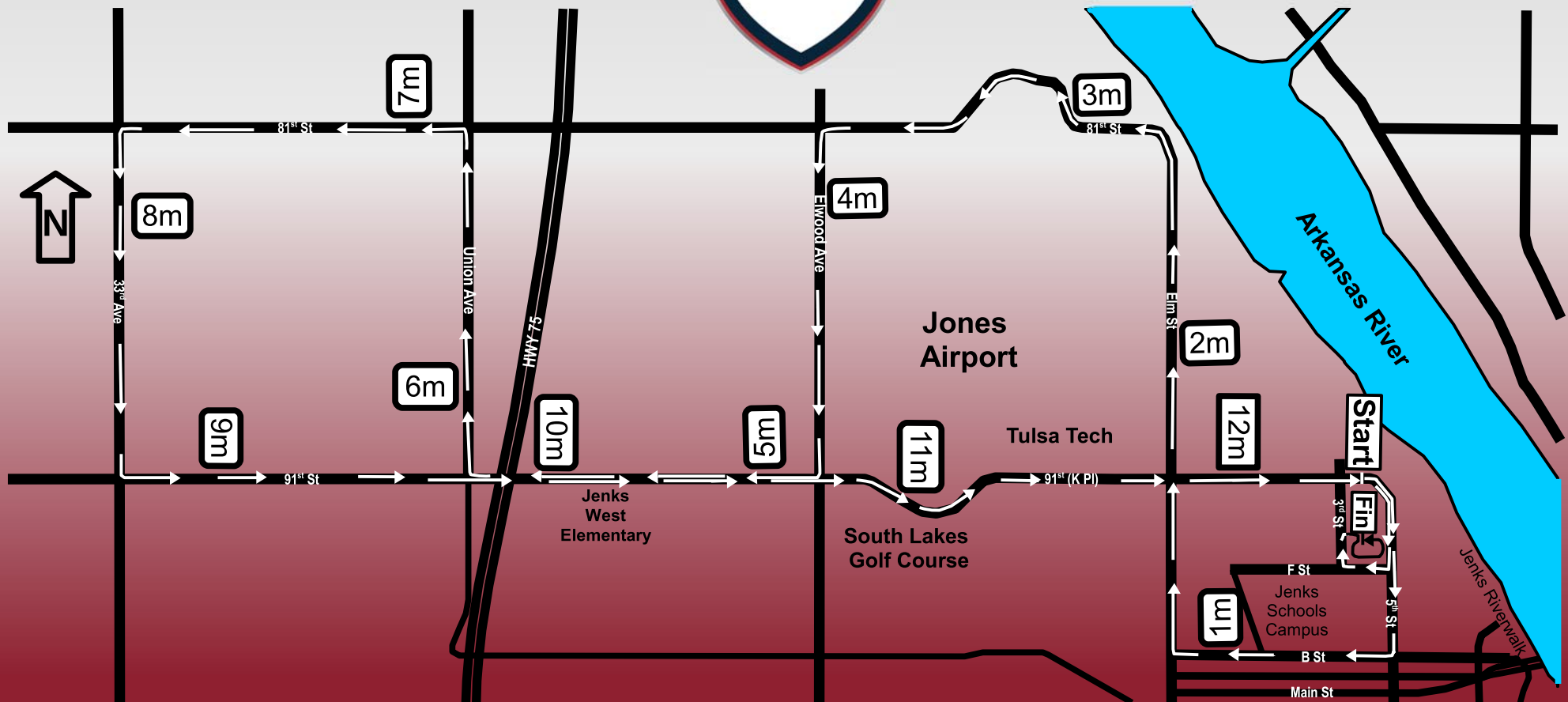
Date Permit Issued: _____ Comments: Form and map revised 10/23/2019.

JENKKS HALF

13.1 MILES



JENKS, OK





Start for both races.



Parking

W K Pl

E K Pl

Parking

N 1st St

N 2nd Pl

E J St

N Birch St

W H St

E H St

Please don't park in the neighborhood.

Registration

Parking



Parking

E G St

North 3rd St E

Finish for both races.



Parking

E F St

N 5th St

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