



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Tulsa Jingle Bell Run Date(s) of Event: December 7, 2019
Location Address: 200 S DENVER AVE W Council District(s): 4
Event Description: The Jingle Bell Run is a 5K Run and 1 Mile Fun Run benefiting the Tulsa Arthritis Foundation.

Event Category: Athletic/Recreation

Event Includes: Amplified Sound, Public Right of Way, No Parking Signage, Private Property, Street Closure

Anticipated Attendance: Total: 1500 Per Day: 1500

Anticipated Participants: Total: 1500 Per Day: 1500

Number of Events for Monthly Event: NA

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Arthritis Foundation Website: https://events.arthritis.org/index.cfm?fuseaction=donorDrive.event&eventID=891
Chief Officer of Host Organization: John Oseland
Email and Phone: john@adventuretechsports.com 405-919-9587
Applicant Name: John Oseland
Email and Phone: john@adventuretechsports.com 405-919-9587
Professional Event Organizer: Same
Email and Phone:
On-site Contact: John Oseland Mobile: 405-919-9587
Billing Contact: Adventuretech Sports Phone: 405-919-9587
Billing Address: 2300 Brookside Ave.
Edmond OK 73034

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 12/07/2019 Time: 06:00 am
Street Closure for Event Setup: Date: 12/07/2019 Time: 06:00 am
Street(s) to be Closed for Event Setup: S Denver Ave between 2nd St and 3rd St

Event Start: Date: 12/07/2019 Time: 09:00 am
Street Closure for Event Start: Date: 12/07/2019 Time: 08:30 am
Street(s) to be Closed for Event Start: Moving procession along race route. See map.
Run, Walk, Parade Start Time: 9:00 am - Jingle Bell Run 5K
9:15 am - Snowman Shuffle 1 Mile Run

Daily Event Hours: 07:30 am to 10:30 am

Event End: Date: 12/07/2019 Time: 10:30 am
Street Reopens after Event End: Date: 12/07/2019 Time: 10:00 am
Event Teardown: Date: 12/07/2019 Time: 10:30 am
Street Reopens after Event Teardown: Date: 12/07/2019 Time: 11:00 am

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: 10 10X10 Pop up tents Provider and Phone: Brought By individual sponsor
represebntatives
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: Chris Witt
918-527-0025
cwitt@cityoftulsa.org

Medical and/or First Aid Services: Contact, Email and Phone: EMSA
Adam Paluka
918-319-1234
palukaa@emsa.net

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: Parking Garage, Street, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

Sponsor and Other Event Information

Event Sponsor(s): Sponsor info available at <https://events.arthritis.org/index.cfm?fuseaction=donorDrive.event&eventID=891>

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets: Provider and Phone: At Your Service Rentals
Bobby Moore
918-845-7173

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

Equipment Setup: Date: 12/06/2019 Time: TBD

Equipment Pickup: Date: 10/14/2019 Time: TBD

Other information: 6:30 am - Volunteer/Sponsor Check In
7:30 am - Registration/Package Pick Up Check In
7:30 am - 11:00 am - Pre-race Festivities
8:30 am - Opening Remarks
9:00 am - Jingle Bell Run 5K Start
9:15 am - Snowman Shuffle 1 Mile
10:15 am - Awards Ceremony
11:00 am - End of Event

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: 08:00 am

Finish Time: 10:30 am

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

Portable PA sound equipment for race announcements and runner recognition.

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: Working volunteers

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 2

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

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: On File

For City of Tulsa Special Events Committee Use Only

Date received: 10/11/2019 Date routed: 11/24/2019 Date for review: 12/04/2019

Special Events Committee Recommendation: _____

Yes No

Date routed to Mayor: _____

Mayor's Recommendation: _____

Yes No

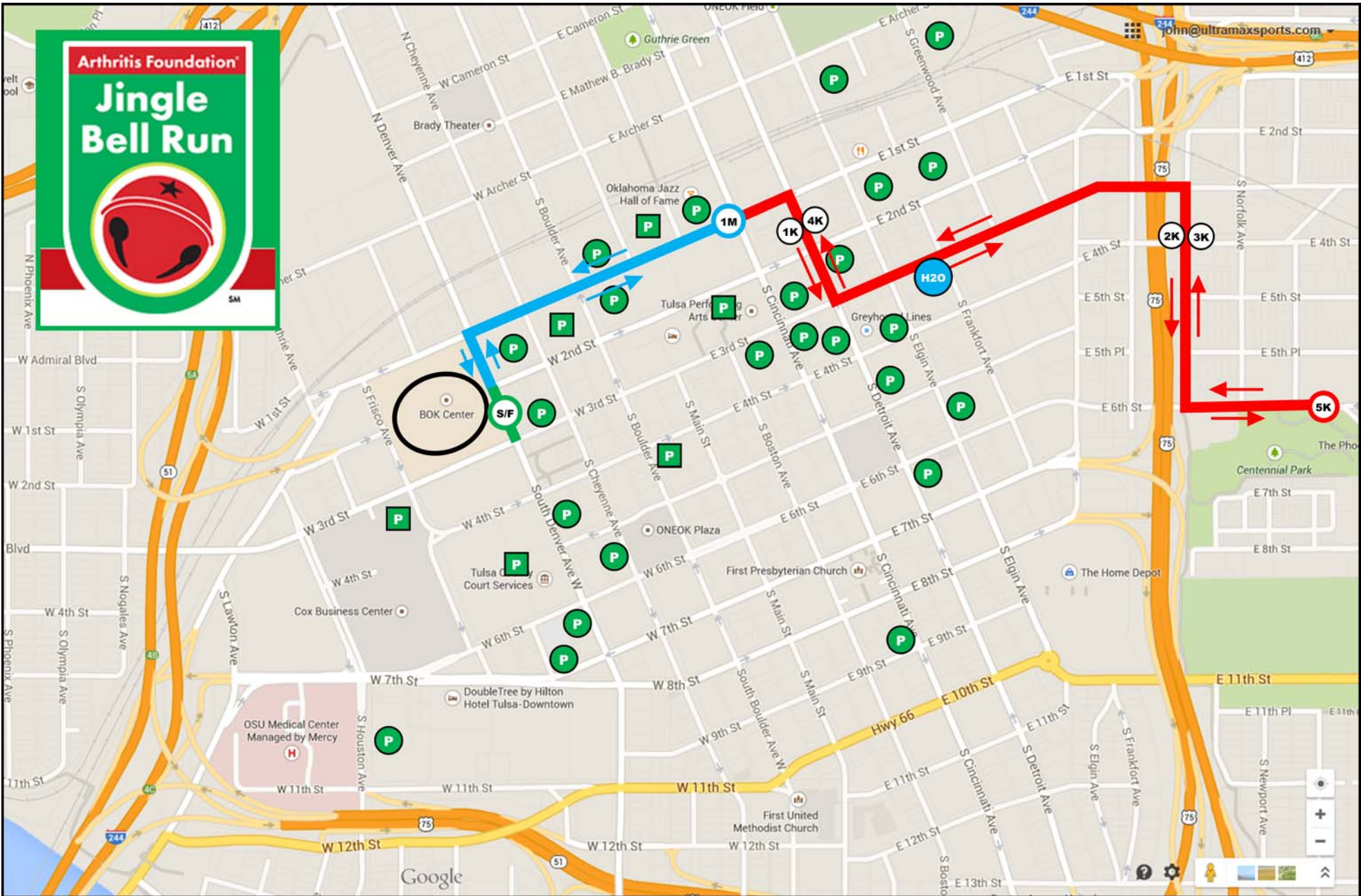
Date routed to Council: _____

City Council Approval: _____

Yes No

Date Permit Issued: _____

Comments: Form revised & outstanding fee 11/24/2019.



Tulsa Jingle Bell Run

Presented by the Tulsa Arthritis Foundation

Event Contacts:

John Oseland - Ultramax Sports - (405) 919-9587

Jennifer Wykoff - Tulsa Arthritis Foundation - (918) 605-1105



Staging Closure 7 to 11 am



1 Mile Closure 9:15 to 10



5K Closure 9 to 10:15 am



Start / Finish Line



1 Mile Run Run Turn Around



5K Run Turn Around



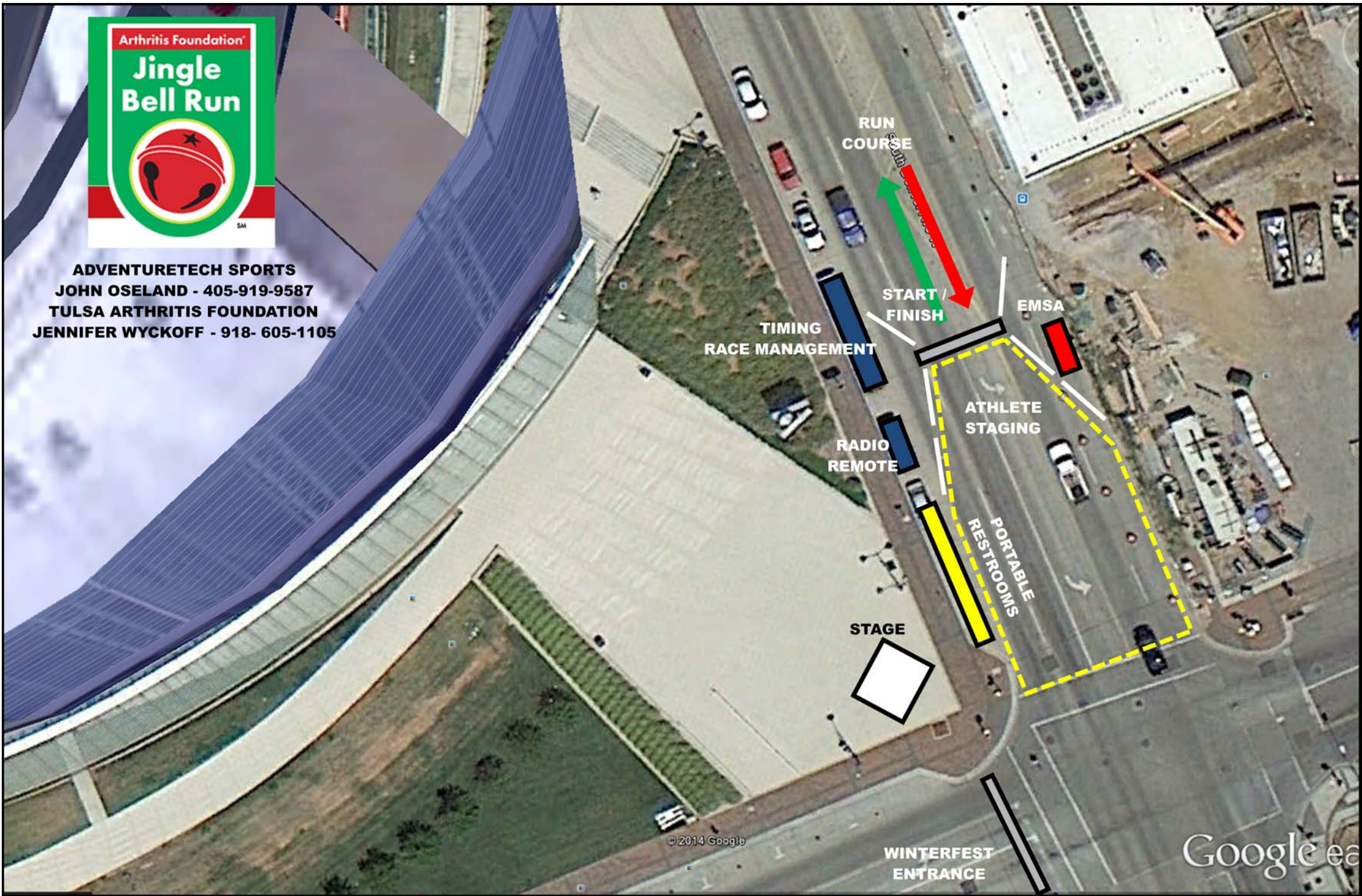
Public Parking Garage



Public Parking Lot



ADVENTURETECH SPORTS
JOHN OSELAND - 405-919-9587
TULSA ARTHRITIS FOUNDATION
JENNIFER WYCKOFF - 918- 605-1105



© 2014 Google

Google ea