



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: 5K Easter Hop Date(s) of Event: April 11, 2020  
Location Address: 7370 E 71ST ST S Council District(s): 7, 8  
Event Description: Certified 5K race, starting and ending at Thoreau Demonstration Academy, through the neighborhood across 71st, an out and back course. Easter egg hunt after completing the race.  
**Event Category:** Athletic/Recreation  
**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Food Sales, Private Property, Street Closure  
Anticipated Attendance: Total: 400 Per Day: 400  
Anticipated Participants: Total: 400 Per Day: 400  
Number of Events for Monthly Event: NA

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

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Host Organization: Thoreau Demonstration Academy Website: https://runsignup.com/Race/OK/Tulsa/TulsaSpringFling5K  
Chief Officer of Host Organization: Tara Gordon  
Email and Phone: thoreau5k@gmail.com 918-833-9700  
Applicant Name: Tara Gordon  
Email and Phone: thoreau5k@gmail.com 918-833-9700  
Professional Event Organizer: Road Race Service, TATUR  
Email and Phone: (918) 869-8908  
On-site Contact: Tara Gordon Mobile: 918-760-9821  
Billing Contact: Thoreau Demonstration Academy Phone: 918-833-9700  
Billing Address: 7370 71st Street  
Tulsa OK 74133

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

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**Event Setup:** Date: 04/11/2020 Time: 7:30am  
Street Closure for Event Setup: Date: 04/11/2020 Time: 7:30am  
Street(s) to be Closed for Event Setup: No streets need to be closed for set up, set up will take place in the school parking lot.

**Event Start:** Date: 04/11/2020 Time: 8:00am  
Street Closure for Event Start: Date: 04/11/2020 Time: 8:00am  
Street(s) to be Closed for Event Start: See Race Course Map  
Run, Walk, Parade Start Time: 8:30am Bunny Hop 1 Mile Fun Run  
9:00am 5K Certified Race

Daily Event Hours: 10:00am Ceremony Awards  
10:15am Kids Easter Egg Hunt

**Event End:** Date: 04/11/2020 Time: 11:00am  
Street Reopens after Event End: Date: 04/11/2020 Time: 10:00am

**Event Teardown:** Date: 04/11/2020 Time: 11:00am  
Street Reopens after Event Teardown: Date: 04/11/2020 Time: 10:00am

## **Secondary Permits Required**

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 1  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number of Tents/Canopies: 4 10x10 Provider and Phone: Vendor Owned  
Number of Inflatables: 1 Provider and Phone: Joyful Jump (918) 504-4074,  
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: Chris Stevens (918) 808-6271  
TPD Special Events Unit (918) 586-6054/6067

Medical and/or First Aid Services: Contact, Email and Phone: Mark Phillips (918) 910-0424

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**

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Event Sponsor(s): Argonaut, QT,

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:    Provider and Phone: Nation Collins, Contractors Portable (918) 841-7599,  
ncollins@contractors-portable.com

Total Number of Portable Toilets: 2                      Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: 04/10/2020                      Time: 4:30pm

Equipment Pickup: Date: 04/13/2020                      Time: 10:00am

Other information: Road Race Service, TATUR (918) 869-8908 (Start/Finish Line Inflatable)

**Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 8:30am

Finish Time: 11:00am

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

Microphone usage for announcing, speaker for music

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 signs with our sponsor names, as well as a backdrop for picture taking. These will all be located or the Thoreau Demonstration property. Small yard sale size signs leading up to the check in table.

**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: We have 2 dumpsters as well as a recycle bin. We will have 5 large trash cans throughout the area. The volunteers for the race (a clean up committee) will lead the clean up efforts

Number of Trash Receptacles: 5

Number of Dumpsters: 2

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:

Schools, Neighborhood Association

**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: 01/03/2020      Date routed: 02/18/2020      Date for review: 03/11/2020

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 02/18/2020

USATF Certification  
OK19004DG

Thoreau Demonstration Academy 5k  
Tulsa, OK – 5,000 meters

Effective Dates  
Feb 13, 2019 to Dec 31, 2019

**Measured by:** Martin Updike, I:40 Race Service Measured on  
2/5/2019. 918-577-1956, martin@i40raceservice.com

**Race Contact:** Tara Gordon w/ Thoreau Dem Academy  
918-833-9700 thoreau5k@gmail.com

