



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Marquette Field Day and Fun Run Date(s) of Event: May 7, 2021  
Location Address: 1519 S QUINCY AVE E Council District(s): 4  
Event Description: 1 mile fun run through the neighborhood and a school field day activities  
**Event Category:** Athletic/Recreation  
**Event Includes:** Amplified Sound, Public Right of Way, Private Property, Street Closure  
Anticipated Attendance: Total: 500 Per Day: 500  
Anticipated Participants: Total: 360 Per Day: 360  
Number of Events for Monthly Event: NA

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

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Host Organization: Marquette Catholic School Website: https://www.marquetteschool.org/  
MHSA  
Chief Officer of Host Organization: Mary Jo Kimbro  
Email and Phone: 918-633-6379  
Applicant Name: Gavin James  
Email and Phone: gavinjamesgjj@gmail.com 918-812-6720  
Professional Event Organizer: NA  
Email and Phone:  
On-site Contact: Elizabeth James Mobile: 918-851-8650  
Billing Contact: Gavin James Phone: 918-812-6720  
Billing Address: 1531 S Madison Ave  
Tulsa OK 74120

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

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**Event Setup:** Date: 05/07/2021 Time: 8:00 am  
Street Closure for Event Setup: Date: 05/07/2021 Time: 8:15 am  
Street(s) to be Closed for Event Setup: See Map

**Event Start:** Date: 05/07/2021 Time: 9:00 am  
Street Closure for Event Start: Date: 05/07/2021 Time: 8:15 am  
Street(s) to be Closed for Event Start: Quincy Ave between South 15th St and 16th St, 16th St between Utica Ave and Peoria Ave.  
Run, Walk, Parade Start Time: 9:00 am  
Daily Event Hours: Field Day 8:00 am to 3:00 pm  
Fun Run 8:00 to 11:45 am

**Event End:** Date: 05/07/2021 Time: 3:00 pm  
Street Reopens after Event End: Date: 05/07/2021 Time: 11:45 am  
**Event Teardown:** Date: 05/07/2021 Time: 3:00 pm  
Street Reopens after Event Teardown: Date: 05/07/2021 Time: 3:00 pm

## ***Secondary Permits Required***

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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: 2 Provider and Phone: Jumpin Jiminy (918) 445-4679,  
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 Units (918) 586-6054, TPD Operational Plan

Medical and/or First Aid Services: Contact, Email and Phone: EMSA (918) 596-3051, EMSA Medical Plan

Traffic Control Barricade Company: Contact, Email and Phone: RoadSafe Traffic Systems, (918) 425-4550, Ernie Livingston

Equipment Setup: Date:05/07/2021 Time: 8:00 am Equipment Pickup: Date: 05/07/2021 Time: 3:00 pm

Crowd Management Fencing Company: Contact, Email and Phone: NA

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: Street, 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): Marquette Home & School Association

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: If inclement weather, then the event will be on May 14, 2021.  
8:00 am to 3:00 pm on Quincy Ave from 15th St to 16th St and 16th St between Quincy Ave and Rockford Ave for Field Day  
8:00 to 11:45 am for the Fun Run which will include 16th St from Utica Ave to Peoria Ave  
16th St. from Peoria Ave to Utica Ave closed from 8:15-11:45.

**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: 9:00 am

Finish Time: 11:45 am

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

Bull horn to announce the start of the Fun Run

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:

An inflatable arch over the starting line.

**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: Volunteers will clean up the location

Number of Trash Receptacles: 2

Number of Dumpsters: 2

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:

Schools, Places of Worship

**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: 02/24/2021    Date routed: 04/15/2021    Date for review: 04/28/2021

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 04/15/2021. \*A permit will not be issued until all requested/required documents are uploaded into the system portal.

# MARQUETTE SCHOOL 1 MILE FUN RUN - MAY 7, 2021



1. Start line. South on Quincy
2. Right turn, west on 16th St.
3. U turn just before Peoria, east on 16th St.
4. U turn just before Utica, west on 16th St.
5. Right turn, north on Quincy Ave.
6. Turn right into parking lot to finish.

**\*\* Request to keep 16th Street closed between Quincy and Rockford until 3pm**