



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### ***Summary of Event***

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Name of Event: Tulsa Walk to End Alzheimer's Date(s) of Event: Sept. 18, 2021  
Location Address: 1875 S Boulder Park Dr Council District(s): 4  
Event Description: Held annually in more than 600 communities nationwide, Walk to End Alzheimer's is the world's largest event to raise awareness and funds for Alzheimer's care, support and research.  
**Event Category:** Miscellaneous  
**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Public Park, Lane Closure, Street Closure  
Anticipated Attendance: Total: 2000 Per Day: 2000  
Anticipated Participants: Total: 2000 Per Day: 2000  
Number of Events for Monthly Event: NA

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

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Host Organization: Alzheimer's Association Website: https://act.alz.org/site/TR/Walk2021/OK-Oklahoma?fr\_id=14720&pg=entry  
Chief Officer of Host Organization: Sandi Pellow  
Email and Phone: slpellow@alz.org 918-697-9177  
Applicant Name: Alzheimer's Association  
Email and Phone: cmmedlock@alz.org 918-852-7175  
Professional Event Organizer: NA  
Email and Phone:  
On-site Contact: Chrystal Medlock Mobile: 918-852-7175  
Billing Contact: Alzheimer's Association Phone: 918-392-5002  
Billing Address: 2448 E 81ST ST S Tulsa  
Tulsa OK 74137

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

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**Event Setup:** Date: 09/17/2021 Time: Noon  
Street Closure for Event Setup: Date: 09/18/2021 Time: 6:30am  
Street(s) to be Closed for Event Setup: Boulder Park Dr between 18th St and 19th St

**Event Start:** Date: 09/18/2021 Time: 7:30am  
Street Closure for Event Start: Date: 09/18/2021 Time: 8:45am  
Street(s) to be Closed for Event Start: See attached maps  
Run, Walk, Parade Start Time: 9:15am  
Daily Event Hours: 7:30am-11am

**Event End:** Date: 09/18/2021 Time: Noon  
Street Reopens after Event End: Date: 09/18/2021 Time: 10am  
**Event Teardown:** Date: 09/18/2021 Time: Noon  
Street Reopens after Event Teardown: Date: 09/18/2021 Time: 10:30am

## ***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: 9  
Number of Tents/Canopies: 12 Provider and Phone: Party Pro Rents (918) 289-9939  
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**

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Security and/or Police: Contact, Email and Phone: Overnight Security Roger Norman (918) 698-7265  
TPD Special Events Unit (918) 586-6054/6067

Medical and/or First Aid Services: Contact, Email and Phone: EMSA, Holly Jones, events@emsa.net, (918) 596-3100

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: Street, ADA parking available, 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): Edward Jones, CVS, Brookdale, Senior Star, Tulsa World, Channel 8, Magellan, Laureate, US Cellular, Explorer Pipeline, Quilt 2 End ALZ, Dowell Federal Credit Union

Name of Park and Location, if applicable: Veterans Park, 1875 South Boulder Ave

Drone: No

Portable Toilets:    Provider and Phone: Porta Johns of Tulsa, 918-836-8657

Total Number of Portable Toilets: 12                      Number of ADA Accessible Portable Toilets: 4

Equipment Setup: Date: 09/17/2021                      Time: Noon

Equipment Pickup: Date: 09/18/2021                      Time: Noon

Other information: There is a short and long walk course 1-20X40 tent, 2-20X20 tents and 9-10X10 tents

**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: 7:30am

Finish Time: 11:30am

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

PA System

Sound checks conducted prior to the event: Yes

Start Time: 7:15am

Finish Time: 7:30am

Describe hot air balloons, fire lanterns or similar devices used at event:

Describe the use of any signs, banners, decorations, or special lighting used at event:

Yard signs and banners on tents, LED board truck

**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 will have designated volunteers for to pick up trash along the route and at the park

Number of Trash Receptacles: 30

Number of Dumpsters: 1

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:

Residents, Schools, Businesses, 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 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: 08/20/2021      Date routed: 08/24/2021      Date for review: 09/01/2021

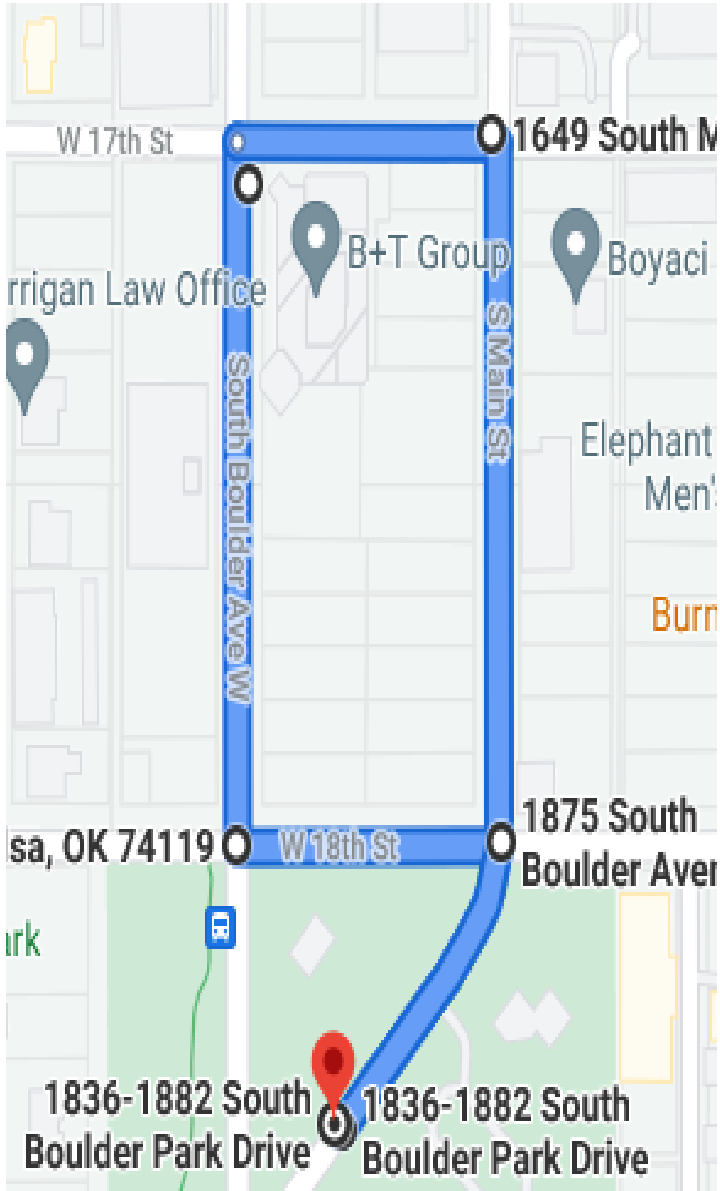
Special Events Committee Recommendation: \_\_\_\_\_ Yes    No

Date routed to Mayor: \_\_\_\_\_ Mayor's Recommendation: \_\_\_\_\_ Yes    No

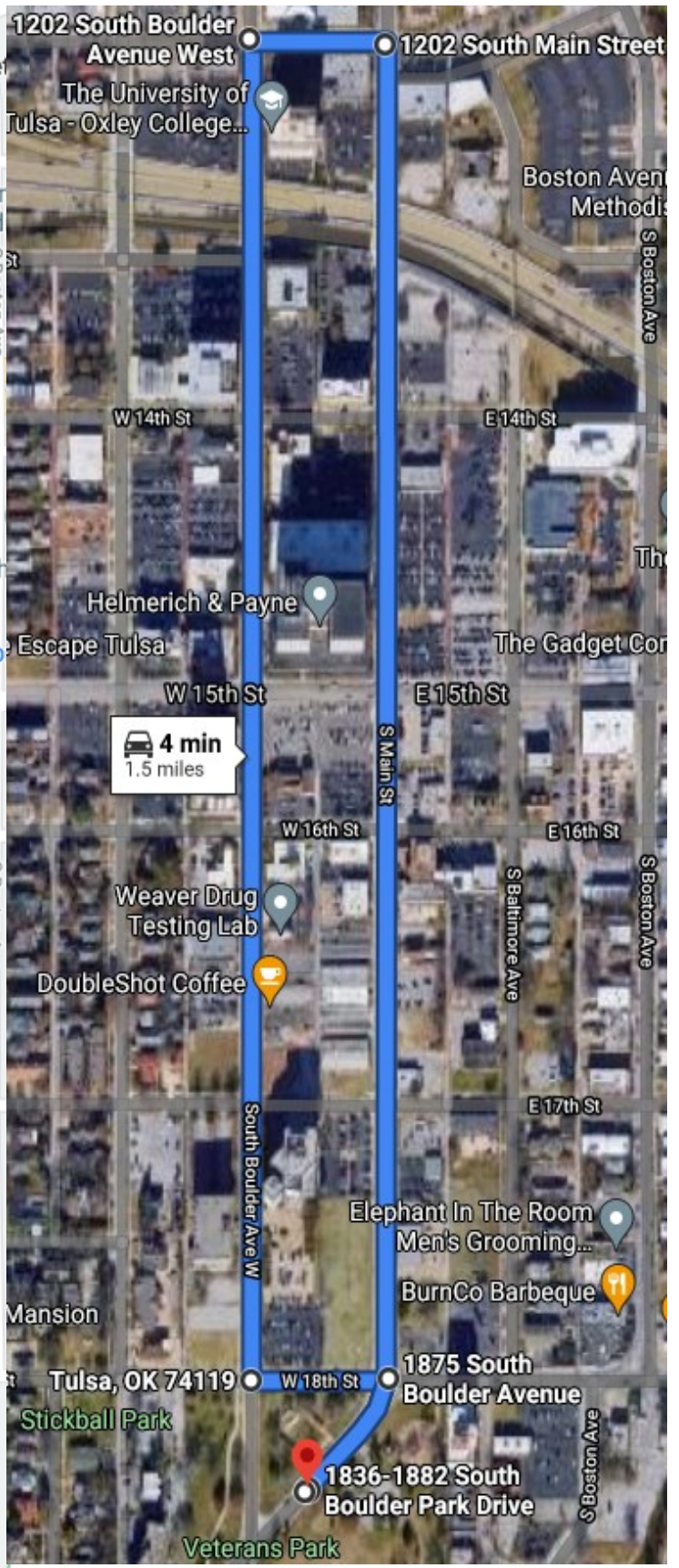
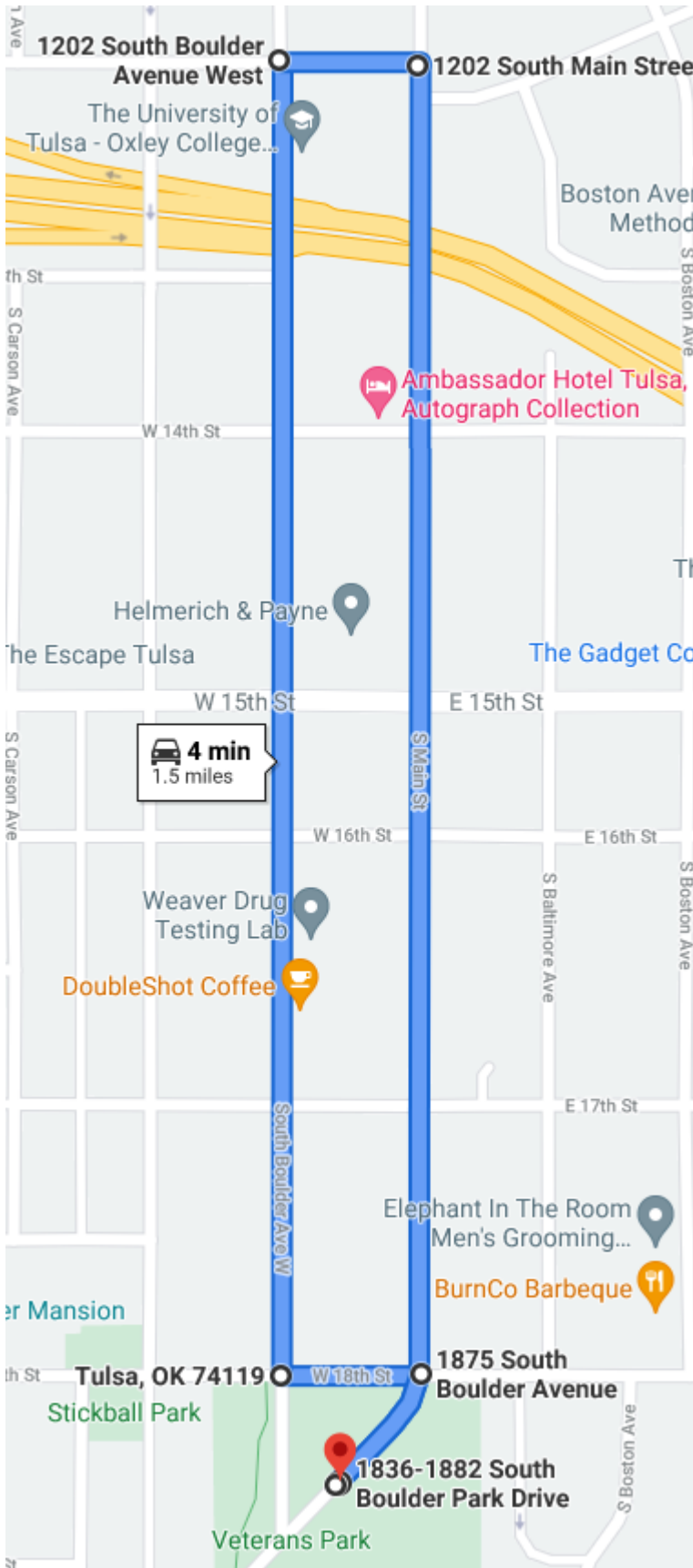
Date routed to Council: \_\_\_\_\_ City Council Approval: \_\_\_\_\_ Yes    No

Date Permit Issued: \_\_\_\_\_ Comments: Form revised 08/24/2021.

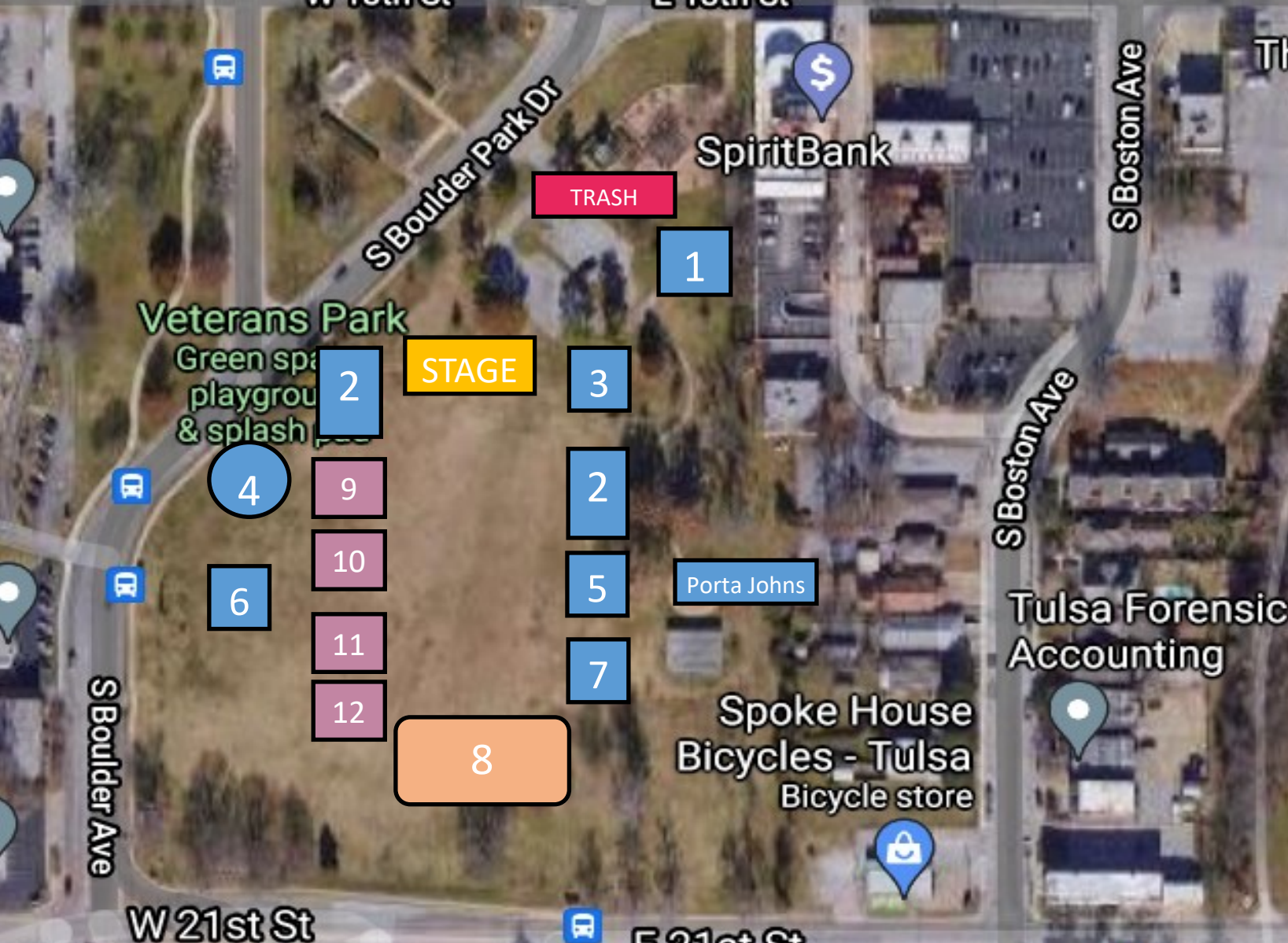
SHORT ROUTE: .5 MILES



# LONG ROUTE: 1.5 MILES







- Sponsor & National Teams**
1. Edward Jones—BOOTH
  2. CVS
  3. Brookdale—BOOTH
  4. Sigma Kappa
  5. Senior Star—BOOTH
  6. LCS
  7. Visiting Angels
  8. Tulsa World
  9. Channel 8—BOOTH
  10. Magellan—BOOTH
  11. Laureate—BOOTH
  12. US Cellular—BOOTH
  13. Explorer Pipeline—BOOTH
  14. Quilt2EndAlz
  15. Dementia Friendly Tulsa—BOOTH
- TABLES: 26**
- CHAIRS: 52**
- VOLUNTEERS: 100**
- STAGE: 3 VOLUNTEERS**
- TRASH ON ROUTE: 3 VOLUNTEERS**
- \*\*STAGE WILL HAVE GENERATOR RIGHT BEHIND THE STAGE W/\*\***

1. Volunteer Check-in: 2 tables, 4 chairs, 4-6 volunteers 2- 10x10
2. Registration/Donation: 4 tables, 8 chairs, 8 volunteers in tent and 20-22 volunteers in area around tent **X 2- 2 AREAS—20x20**
3. Champions Club: 2 tables, 4 chairs, 4-6 volunteers 10x10
4. Promise Garden: no tables or chairs 20-30 volunteers
5. Sponsor Check-in: 1 table, 2 chairs, 2-4 volunteers 10x10
6. Nurse Tent/EMSA: 2 tables, 4 chairs. 2 VOLUNTEERS 10x10
7. Team Photo: 1 table, 2 chairs, 2-4 volunteers (BLEACHERS)
8. Sponsor Tent: 10 tables, 20 chairs, 4-6 volunteers 20x40

- ALZ TENTS (10x10 tents)**
9. Programs: 1 table, 2 chairs, 2 volunteers
  10. Volunteer Opportunities: 1 table, 2 chairs, 2 volunteers
  11. Support Groups: 1 table, 2 chairs, 2 volunteers
  12. Gala/Aware: 1 table, 2 chairs, 2 volunteers