



# City of Tulsa SPECIAL EVENT PERMIT APPLICATION

## Summary of Event

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Name of Event: St. Jude Walk/Run Tulsa

Date(s) of Event: Sept. 24, 2022

Location Address: 201 N ELGIN AVE E

Council District(s): 4

Event Description: Family friendly walk/run benefiting St. Jude Children's Research Hospital

**Event Category:** Street, Lane, or Sidewalk Closure

**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Lane Closure, Live Entertainment, No Parking Signage, Sidewalk Closure, Private Property, 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: ALSAC

Website: <https://www.stjude.org/about-st-jude/faq/whats-alsac.html>

Chief Officer of Host Organization: Sara Hall

Email and Phone: sara.hall@alsac.stjude.org 901-578-2087

Applicant Name: ALSAC - Jarod Matheney

Email and Phone: jarod.matheney@alsac.stjude.org 901-229-7978

Professional Event Organizer: Event 360

Email and Phone: kleibried@event360.com 827-895-0314

On-site Contact: Kayla Leibfried

Mobile: 563-845-9765

Billing Contact: ALSAC

Phone: 901-229-7978

Billing Address: 501 St. Jude PL  
Memphis TN 38105

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

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**Event Setup:** Date: 09/23/2022 Time: 9:00am  
Street Closure for Event Setup: Date: 09/23/2022 Time: 9:00am  
Street(s) to be Closed for Event Setup: See Traffic Control Plan Map and Site Map

**Event Start:** Date: 09/24/2022 Time: 8:00am  
Street Closure for Event Start: Date: 09/23/2022 Time: 9:00am  
Street(s) to be Closed for Event Start: See Racecourse Map  
Run, Walk, Parade Start Time: 10:00am - 5K Run/Walk & 1 Mile Run/Walk  
Daily Event Hours: 7:00am - 12pm

**Event End:** Date: 09/24/2022 Time: 12:00pm  
Street Reopens after Event End: Date: 09/24/2022 Time: 11:30am  
**Event Teardown:** Date: 09/24/2022 Time: 12:00pm  
Street Reopens after Event Teardown: Date: 09/24/2022 Time: 5:00pm

## ***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: 18 10x10 Provider and Phone: Final tent map TBD - ABCO Party Rentals (918) 583-6557  
Number of Inflatables: 4 Provider and Phone: Arch and décor, not amusements.  
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 Event Unit (918) 586-6054  
ONEOK Security Plan forthcoming

Medical and/or First Aid Services: Contact, Email and Phone: EMSS (610) 739-5311

Traffic Control Barricade Company: Contact, Email and Phone: Action Safety Supply (918) 234-8222

Equipment Setup: Date: 09/23/2022 Time: 9:00am Equipment Pickup: Date: 09/24/2022 Time: 1:00pm

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

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

Parking Type: Parking Garage, 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): Window World Marcum Foundations Amazon Sherwood Companies and others TBD

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: NA

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: TBD

Performer/Band name and music type: BOTH - Country

Sound Amplification: Yes

Start Time: 8:00am

Finish Time: 12:00pm

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

Speakers, stage staircase, microphones and instruments

Sound checks conducted prior to the event: Yes

Start Time: 7:00am

Finish Time: 8:00am

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:

Signs and banners hung on tents along with directional signage for participants

**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: Garbage removal included at ONEOK Field

Number of Trash Receptacles: 10

Number of Dumpsters: 1

Number of Recycling Containers: 10

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to: Businesses, Business Associations

**Affidavit 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: 07/21/2022 Date routed: 09/15/2022 Date for review: 09/21/2022

Special Events Committee Recommendation: 08/31/2022  Yes  No

Date routed to Mayor: 09/15/2022 Mayor's Recommendation: \_\_\_\_\_  Yes  No

Date routed to Council: 09/15/2022 City Council Approval: \_\_\_\_\_  Yes  No

Date Permit Issued: \_\_\_\_\_ Comments: Fees paid 07/25/2022. Racecourse map  
& Site map revised 08/16/2022. TCP map  
revised 08/31/2022. COI uploaded 08/31/2022.  
Tent sizes revised 09/15/2022.

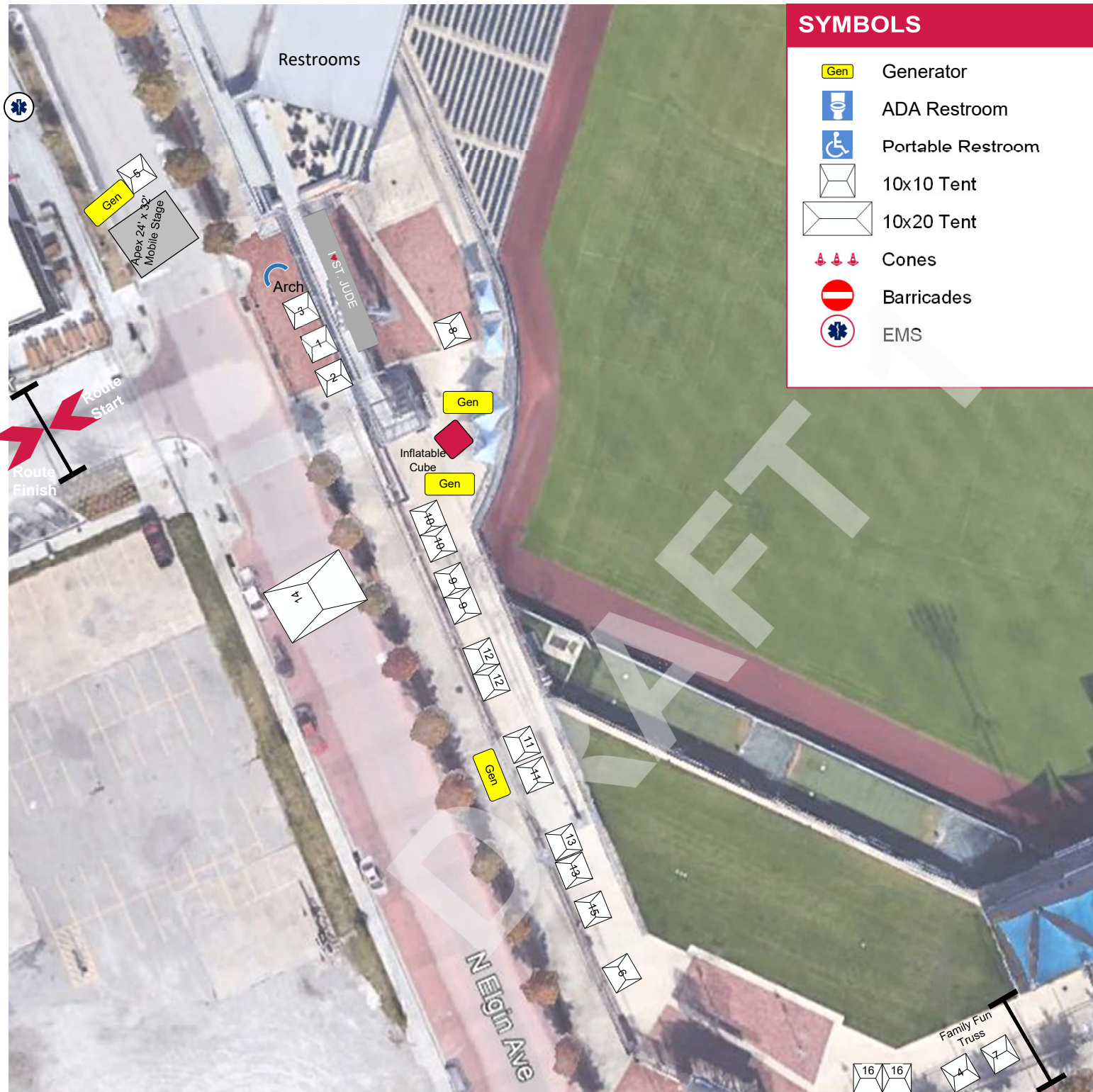


**Tulsa**  
**Saturday, September 24**  
**ONEOK Field**  
**201 N Elgin,**  
**Tulsa, OK 74120**  
**Expo Opens 8:30 am**  
**Walk/Run Start 10:00 am**



**SYMBOLS**

- Start/Finish
  - Water Station
  - Parking
  - Mile Marker
  - North Arrow
- Course Length 3.1 miles



### SYMBOLS

- Generator
- ADA Restroom
- Portable Restroom
- 10x10 Tent
- 10x20 Tent
- Cones
- Barricades
- EMS

**St. Jude**  
Walk/Run

**TULSA**  
Saturday, September 24, 2022  
ONEOK Field  
201 N Elgin Ave  
Tulsa, OK 74120  
Expo Opens 8:30 am  
Walk/Run Start 10:00 am

### SITE RULES

- No driving on grass.
- No staking, weights required.

### TENTS

- 1 Participant Support 10x10
- 2 Donation Drop 10x10
- 3 Volunteer Check-In 10x10
- 4 Photo Booth 10x10
- 5 Audio 10x10
- 6 Command 10x10
- 7 Family Fun Tent 10x10
- 8 Presenting Sponsor 10x10
- 9 St. Jude Global (2) 10x10
- 10 Healing Through Art (2) 10x10
- 11 Honor Garden (2) 10x10
- 12 Kay Kafe (2) 10x10
- 13 Sponsor Shared (2) 10x10
- 14 Team Village 20x30
- 15 T-shirt printing 10x10
- 16 Community Connection (2) 10x10

Date: 8/22/2022 Author: Joe Hietpas Project: Event 360 - St Jude Walk, Tulsa OK  
REVISED: 8/30/2022

Comments:  
Closing N Elgin Ave from E Archer St to E John Hope Franklin Blvd.

