



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: Riverside 5000 Date(s) of Event: August 12, 2023  
Location Address: Start: 9600 S Riverside Pkwy Council District(s): 2  
End: Casino Dr and Riverside Pkwy  
Event Description: Annual 5K Race  
**Event Category:** Athletic/Recreation  
**Event Includes:** Amplified Sound, Public Right of Way, Public Park, Street Closure  
Anticipated Attendance: Total: 750 Per Day: 750  
Anticipated Participants: Total: 500 Per Day: 500  
Number of Events for Monthly Event: No

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

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Host Organization: TULSA RUNNER Website: <https://www.tulsarunner.com/>  
Chief Officer of Host Organization: Trani Matthews  
Email and Phone: trani@tulsarunner.com 918-494-8800  
Applicant Name: Trani Matthews  
Email and Phone: trani@tulsarunner.com 918-494-8800  
Professional Event Organizer:  
Email and Phone:  
On-site Contact: Trani Matthews Mobile: 918-494-8800  
Billing Contact: Tulsa Runner Racing Phone: 918-494-8800  
Billing Address: 9708 Riverside PKWY  
Tulsa, OK 74137

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

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**Event Setup:** Date: 08/12/2023 Time: 5:30 AM  
Street Closure for Event Setup: Date: 08/12/2023 Time: 5:30 AM  
Street(s) to be Closed for Event Setup: Riverside Pkwy between 96th St and 91st St  
**Event Start:** Date: 08/12/2023 Time: 7:30 AM  
Street Closure for Event Start: Date: 08/12/2023 Time: 7:00 AM  
Street(s) to be Closed for Event Start: Riverside Pkwy between 91st St and Casino Dr  
Run, Walk, Parade Start Time: Open 5K Race: 7:30 AM  
18 & Under 5K Run: 8:15 AM  
Daily Event Hours: NA  
**Event End:** Date: 08/12/2023 Time: 9:15 AM  
Street Reopens after Event End: Date: 08/12/2023 Time: 9:30 AM  
**Event Teardown:** Date: 08/12/2023 Time: 9:30 AM  
Street Reopens after Event Teardown: Date: 08/12/2023 Time: 10:00 AM

## ***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 & Sizes of Tents: 0 Provider and Phone: NA  
Number of Inflatables: No 0 Provider and Phone: NA  
Number of Amusement Rides: No 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: Yes Contact, Email and Phone: TPD Special Events Unit (918) 586-6054

Medical and/or First Aid Services: Yes Contact, Email and Phone: OSU Medical volunteer(s) on-site. Will notify EMSA (911).

Traffic Control Barricade Company: No Contact, Email and Phone: NA

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Crowd Management Fencing Company: No Contact, Email and Phone: NA

Equipment Setup: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Equipment Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parking Type: 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): Tulsa Runner

Park: Yes Name of Park and Location: River Parks, 96th St & Riverside Pkwy

Drone: No

Portable Toilets: Yes Provider and Phone: River Parks (918) 596-2007

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 08/11/2023 Time: PM

Equipment Pickup: Date: 08/14/2023 Time: AM

Other Event Information: NA

**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: 7:00 AM

Finish Time: 9:15 AM

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

Portable sound system for announcements and music in registration area on NW corner of 96th and Riverside

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

NA

Use of any signs, banners, decorations, or special lighting used at event: No Describe:

NA

**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 pick up all race-related trash

Number of Trash Receptacles: 4

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

Residents, Businesses

If not presented, please explain:

**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 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: 05/06/2023      Date routed: 07/11/2023      Date for review: 07/26/2023

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: SEC meeting 07/12/2023. Mayor agenda 07/19/2023. City Council agenda 07/26/2023. Application revised 07/11/2023 (Final information 07/11)

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Turn Around

91st St

Riverside 5000  
Open Course  
Finish on 2nd Lap

Turn Around

titled Placemark

Finish Start