



# 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. 30, 2023

Location Address: Start: 201 N Elgin Ave Council District(s): 1  
End: 101 N Elgin Ave

Event Description: The St Jude Walk/Run is a 5K event to raise funds and awareness for St. Jude Children's Research Hospital.

Event Category: Athletic/Recreation

Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Merchandise Sales, No Parking Signage, Private Property, Street Closure

Anticipated Attendance: Total: 2000 Per Day: 2000

Anticipated Participants: Total: 2000 Per Day: 2000

Number of Events for Monthly Event: No

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

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Host Organization: American Lebanese Syrian Associated Charities, Inc. 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: Heather Kring

Email and Phone: heather.kring@alsac.stjude.org 901-578-2056

Professional Event Organizer:

Email and Phone:

On-site Contact: Jillian Bolding Mobile: 918-218-9080

Billing Contact: American Lebanese Syrian Associated Charities, Inc. Phone: 901-578-2056

Billing Address: 501 St Jude PL  
Memphis, TN 38105

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

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**Event Setup:** Date: 09/29/2023 Time: 08:00  
Street Closure for Event Setup: Date: 09/29/2023 Time: 09:00  
Street(s) to be Closed for Event Setup: N Elgin Ave between E Reconciliation Way and E Archer St including the intersection of Elgin Ave and Reconciliation Way. Start/finish truss on Friday. That will be located on N Elgin Ave just south of the intersection (Reconciliation Way).

**Event Start:** Date: 09/30/2023 Time: 07:00  
Street Closure for Event Start: Date: 09/30/2023 Time: 09:30  
Street(s) to be Closed for Event Start: See attached map for details.  
Run, Walk, Parade Start Time: 10:00  
Daily Event Hours: 07:00-12:00

**Event End:** Date: 09/30/2023 Time: 12:00  
Street Reopens after Event End: Date: 09/30/2023 Time: 11:30

**Event Teardown:** Date: 09/30/2023 Time: 12:00  
Street Reopens after Event Teardown: Date: 09/30/2023 Time: 17:00

## **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: 6 - 10x10, 5 - 10x20 Provider and Phone: Party Perfect (918) 258-7368  
Number of Inflatables: Yes 4 Provider and Phone: Owned by ALSAC- decoration only, no bounce houses  
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: Adams Security (918) 744-6787 and security from ONEOK Field provided by the venue.

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

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

Equipment Setup: Date: 09/29/2023 Time: 09:30 Equipment Pickup: Date: 09/30/2023 Time: 17:00

Crowd Management Fencing Company: No 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):  Chiefs Kingdom Tulsa  
 Claude Neon Federal Signs  
 Leaning Oak Ranch  
 Lighthouse Integrated Systems  
 Tulsa Wealth Advisors  
 K95.5, Mix96 & Fox23

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: No 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 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: 08:30

Finish Time: 12:00

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

Playlist

Sound checks conducted prior to the event: Yes

Start Time: 08:00

Finish Time: 08:30

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: Yes Describe:

There will be signage on the tents, start/finish truss, and stage truss.

**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: Cleanup and Removal will be provided by ONEOK Field

Number of Trash Receptacles: 15

Number of Dumpsters: 1

Number of Recycling Containers: 8

Cleanup Service: Yes Provider and Phone: ONEOK Field

Presented Event Concept to:

Schools, Business Assn, Businesses, Places of Worship

If not presented, please explain:

NA

**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: 05/12/2023      Date routed: 08/28/2023      Date for review: 09/13/2023

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 08/30/2023. Mayor agenda 09/06/2023. City Council agenda 09/13/2023. Changes to application 08/22/2023. TCP map for staging area still pending 08/28/2023.

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