



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Toga Run 5K Date(s) of Event: Sept. 21, 2023

Location Address: Start: 1300 S Guthrie Ave Council District(s): 4  
End: 1300 S Frisco Ave

Event Description: 5K race and one-mile fun run in conjunction with the Tulsa Greek Festival

**Event Category:** Athletic/Recreation

**Event Includes:** Public Right of Way, Street Closure

Anticipated Attendance: Total: 200 Per Day: 200

Anticipated Participants: Total: 200 Per Day: 200

Number of Events for Monthly Event: No

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

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Host Organization: RunnersWorld Racing Website: https://www.runnersworldtulsa.com/

Chief Officer of Host Organization: Kathy Bratton

Email and Phone: runnersworldtulsa@yahoo.com 918-749-7557

Applicant Name: Kathy Bratton

Email and Phone: runnersworldtulsa@yahoo.com 918-749-7557

Professional Event Organizer: Kathy Bratton, RunnersWorld Racing

Email and Phone: runnersworldtulsa@yahoo.com 918-749-7557

On-site Contact: Kathy Bratton Mobile: 918-805-6905

Billing Contact: RunnersWorld Racing Phone: 918-749-7557

Billing Address: 3920 South Peoria Street  
Tulsa, OK 74105

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

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**Event Setup:** Date: 09/21/2023 Time: 4:30PM  
Street Closure for Event Setup: Date: 09/21/2023 Time: 4:30PM  
Street(s) to be Closed for Event Setup: 13th St between Guthrie Ave and Frisco Ave  
**Event Start:** Date: 09/21/2023 Time: 6:30PM  
Street Closure for Event Start: Date: 09/21/2023 Time: 6:00PM  
Street(s) to be Closed for Event Start: See Course Map  
Run, Walk, Parade Start Time: 6:30PM - One Mile Run  
7:00PM - 5K Run  
Daily Event Hours: 5:30PM-8:30PM  
**Event End:** Date: 09/21/2023 Time: 9:00PM  
Street Reopens after Event End: Date: 09/21/2023 Time: 8:30PM  
**Event Teardown:** Date: 09/21/2023 Time: 8:30PM  
Street Reopens after Event Teardown: Date: 09/21/2023 Time: 9:30PM

## ***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: No Contact, Email and Phone: TPD Special Events Unit (918) 586-6054

Medical and/or First Aid Services: No Contact, Email and Phone: NA

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: 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): Tulsa Greek Festival

Park: Yes 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: One-mile Turnaround Point TBD

**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: No

Start Time:

Finish Time:

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

NA

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: Will remove trash from race

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

If not presented, please explain:

Greek Festival will send out flyers to the neighborhood

**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: 08/10/2023      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.

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USATF Certification  
OK16038DG

Holy Trinity Greek Orthodox  
Church 5k - Tulsa, OK

Effective Dates  
8/21/16-12/31/26

**Start/Finish:** On 13<sup>th</sup> St. directly in line with the west edge (front) of the red brick house on the SE corner of 13<sup>th</sup> St & Guthrie St

**1k/4k:** On 11<sup>th</sup> St Pedestrian Bridge, 18.5 m N of the 3<sup>rd</sup> light pole from the north end of the bridge.

**2k/3k:** On River Parks Trail West of river, 6 m west of table w/ 4 chairs seating area by trail split by the American Flag Pole.

**2.5k Turnaround:** On River Parks Trail West, just west of trail split by the Tulsa Boat Club. Turn is on the bike lane, directly in line with the east edge of the bench in the seating area by the trail split

**Race Contact:** Kathy Hoover, Runners World  
918-749-7557, runnersworldtulsa@yahoo.com

**Measured by:** Martin Updike of I:40 Race Service  
On 8/16/2016 - 918-577-1956, martin@i40raceservice.com

