



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Monte Cassino Octoberfest Fun Run Date(s) of Event: Oct. 4, 2023

Location Address: Start: 2200 S Yorktown Ave Council District(s): 4
End: 2700 S Yorktown Ave

Event Description: 1 Mile Fun Run in Heats for students of Monte Cassino

Event Category: Procession/March

Event Includes: Public Right of Way, Lane Closure, Sidewalk Closure, Private Property, Street Closure

Anticipated Attendance: Total: 700 Per Day: 700

Anticipated Participants: Total: 700 Per Day: 700

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Monte Cassino School Website: https://www.montecassino.org/

Chief Officer of Host Organization: Joan Anderson

Email and Phone: janderson@montecassino.org 918-746-4120

Applicant Name: BJ WEINTRAUB

Email and Phone: bweintraub@montecassino.org 918-746-4124

Professional Event Organizer:

Email and Phone:

On-site Contact: BJ WEINTRAUB Mobile: 918-746-4124

Billing Contact: Monte Cassino School Phone: 918-746-4124

Billing Address: 2206 S Lewis AVE
TULSA, OK 74114

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 10/04/2023 Time: 7:00AM
Street Closure for Event Setup: Date: 10/04/2023 Time: 8:00 AM
Street(s) to be Closed for Event Setup: Yorktown Ave between 21st St and 28th St
Event Start: Date: 10/04/2023 Time: 8:30 AM
Street Closure for Event Start: Date: 10/04/2023 Time: 8:00 AM
Street(s) to be Closed for Event Start: Yorktown Ave between 21st St and 28th St
Run, Walk, Parade Start Time: 8:30AM in Heats
Daily Event Hours: NA
Event End: Date: 10/04/2023 Time: 10:30 AM
Street Reopens after Event End: Date: 10/04/2023 Time: 10:30 AM
Event Teardown: Date: 10/04/2023 Time: 10:00 AM
Street Reopens after Event Teardown: Date: 10/04/2023 Time: 11:00 AM

Secondary Permits Required

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

Security and/or Police: Yes Contact, Email and Phone: Security Mike Wilson (918) 289-3100. TPD Special Events Unit (918) 586-6054 for Traffic Control

Medical and/or First Aid Services: Yes Contact, Email and Phone: Nurse on Staff (918) 746-4124

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

Event Sponsor(s): Monte Cassino School

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: See Attachments

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: NA

Sound Amplification: Yes

Start Time: 8:30 AM

Finish Time: 9:30 AM

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

Speaker

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: Yes Describe:

A few hand held banners to encourage runners

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Monte Maintenance crew will pick up trash, tables and anything else left behind.

Number of Trash Receptacles: 8

Number of Dumpsters: 0

Number of Recycling Containers: 2

Cleanup Service: Yes Provider and Phone: Final Touch (918) 814-9584

Presented Event Concept to:

Residents, Schools

If not presented, please explain:

NA

Affidavit of Applicant

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

For City of Tulsa Special Events Committee Use Only

Date received: 09/07/2023 Date routed: 09/21/2023 Date for review: 09/27/2023

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 09/20/2023. Mayor agenda 09/27/2023. City Council agenda 09/27/2023. Application revised 09/21/2023.

2022 Fun Run Day

Thursday, October 6 RACE DAY!!!

6:15 - 7:00AM	Pick-up donuts and coffee for volunteers-Joan
7:00 - 7:30AM	Deliver items needed for water station, first aid stations, sidewalk chalk on campus, etc. Set-up starting line signs, medals to finish line
7:45 - 8:00AM	Run Volunteer Table Opens for volunteers to start checking-in
8:05AM	Middle School Prayer over PA-Sister Julia
8:00 – 8:10AM	Yorktown Street Closure & Monte Campus Parking Lot Closed
8:20AM	Ms. Stump walks the Middle School students to starting line
8:25AM	National Anthem sung at starting line-4 th Graders
8:30AM	Middle School Run Starts
8:30AM	Elementary School Prayer over PA-Sister Julia
8:45AM	Mrs. Stump walks the Elementary School students to starting line
9:00AM	Elementary School Run Starts
10:00AM	Yorktown re-opened & Clean-up

Order of middle school run heats:

- 8th grade boys
- 8th grade girls
- 7th grade boys
- 7th grade girls
- 6th grade boys
- 6th grade girls
- 5th grade boys
- 5th grade girls

Order of elementary school run heats:

- 4th grade boys
- 4th grade girls
- 3rd grade boys
- 3rd grade girls
- 2nd grade boys
- 2nd grade girls
- 1st grade boys
- 1st grade girls

S STARTING LINE

T TURN AROUND

F FINISH LINE

+ FIRST AID STATION

W WATER STATION

