



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Jenks Half Marathon Date(s) of Event: Nov. 4, 2023

Location Address: Start: 811 N 3rd St, Jenks OK Council District(s): 2
End: Jenks High School Track

Event Description: Half Marathon and 5K race

Event Category: Athletic/Recreation

Event Includes: Amplified Sound, Public Right of Way, Lane Closure, Street Closure

Anticipated Attendance: Total: 350 Per Day: 350

Anticipated Participants: Total: 300 Per Day: 300

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

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

Event Setup: Date: 11/04/2023 Time: 6:00 AM
Street Closure for Event Setup: Date: 11/04/2023 Time: 7:00 AM
Street(s) to be Closed for Event Setup: K Place in Jenks, east of N 3rd Street
Event Start: Date: 11/04/2023 Time: 7:30 AM
Street Closure for Event Start: Date: 11/04/2023 Time: 7:00 AM
Street(s) to be Closed for Event Start: See Course Map
Run, Walk, Parade Start Time: 7:30 AM for the Half Marathon and 7:45 AM for the 5K
Daily Event Hours: 7:30 AM - 11:00 PM
Event End: Date: 11/04/2023 Time: 11:00 AM
Street Reopens after Event End: Date: 11/04/2023 Time: 11:00 AM
Event Teardown: Date: 11/04/2023 Time: 11:00 AM
Street Reopens after Event Teardown: Date: 11/04/2023 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: 2 10X10 Provider and Phone: Vendor owned
pop-up tents
at Jenks track
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: TPD Special Events Unit, (918) 586-6054
Jenks PD, Jeren Luttrell (918) 299-6311,
jluttrell@jenksok.org

Medical and/or First Aid Services: Yes Contact, Email and Phone: Dr. John Lowe (918) 704-4354,
johnathon.lowe@okstate.edu

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

Event Sponsor(s): Tulsa Runner
Jenks High School XC Booster Club

Park: No Name of Park and Location: NA

Drone: No

Portable Toilets: Yes Provider and Phone: PortaJohn Of Tulsa (918) 836-2134

Total Number of Portable Toilets: 5 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 11/03/2023 Time: PM

Equipment Pickup: Date: 11/06/2023 Time: AM

Other Event Information: The 5K will start and finish at the same location as the half marathon, start time is 7:45 AM, 15 minutes after the start of the half marathon. The 5K course is entirely in Jenks. The 5K follows the half marathon course until turning left on K Place to the turnaround just east of Fir Place. There will be a cone and course marshal at the turnaround. From the turnaround the course continues east on K Place and then turns right on 3rd street before entering the track. The half marathon will continue on K Place and follow 5th Street around the track, turning right on F and then 3rd street to enter the track. See maps.

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: 7:00 AM

Finish Time: 11:00 AM

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

Portable sound system for announcements and music at the Finish line on the Jenks track

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:

We will put out "real estate" signs along the course two weeks prior for public notification and mile marker the day of the event.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Volunteers will pick up all discarded cups and related trash along the course and at the start and finish.

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: NA

Presented Event Concept to:

If not presented, please explain:

This will be the 43rd year for the Jenks Half Marathon. In addition to the signs posted along the course, we will post notice on the McDonald's marquee sign the week prior to the race.

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: 08/29/2023 Date routed: 10/23/2023 Date for review: 11/01/2023

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 10/18/2023. Mayor agenda 11/01/2023. City Council agenda 11/01/2023.



Start for both races.

Parking

Parking

Parking

Please don't park in the neighborhood.

Registration

Finish for both races.

Parking

Parking

