



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Jenks Half Marathon and 5K Date(s) of Event: Nov. 9, 2024

Location Address: Start: 809 North 3rd St E, Jenks, OK Council District(s): 2
End: 809 North 3rd St E, Jenks, OK

Event Description: Half marathon and 5K road races

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: 11/09/2024 Time: 6:00 AM
Street Closure for Event Setup: Date: 11/09/2024 Time: 7:15 AM
Street(s) to be Closed for Event Setup: E K Place and 5th Street around the baseball field and track facility, just for the start of the races between 7:15 and 7:50 AM

Event Start: Date: 11/09/2024 Time: 7:30 AM
Street Closure for Event Start: Date: 11/09/2024 Time: 7:15 AM
Street(s) to be Closed for Event Start: See Racecourse Map
Run, Walk, Parade Start Time: 7:30 AM Half Marathon and 7:45 AM 5K
Daily Event Hours: 7:30 AM - 11:00 AM

Event End: Date: 11/09/2024 Time: 11:00 AM
Street Reopens after Event End: Date: 11/09/2024 Time: 11:00 AM

Event Teardown: Date: 11/09/2024 Time: 11:00 AM
Street Reopens after Event Teardown: Date: 11/09/2024 Time: 8:00 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 pop-up tents at the Jenks HS track Provider and Phone: Organizer Owned
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: N/A

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Yes Contact, Email and Phone: Tulsa PD Special Events Unit (918) 586-6054
Jenks PD - Captain Nick Chandlee (918) 299-6311
Jenks Campus PD (918) 299-4415 ext. 2240

Medical and/or First Aid Services: Yes Contact, Email and Phone: OSU Center for Health Sciences will provide at least one medical volunteer to be on site at the Jenks track

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

Equipment Setup: Date: _____ Time: _____ Equipment Pickup: Date: _____ Time: _____

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

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: N/A

Sponsor and Other Event Information

Event Sponsor(s): Tulsa Runner and Jenks High School Cross Country Booster Club

Park: No Name of Park and Location: N/A

Drone: No

Portable Toilets: Yes Provider and Phone: N/A

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

Equipment Setup: Date: 11/08/2024 Time: PM

Equipment Pickup: Date: 11/11/2024 Time: AM

Other Event Information: 3 portable toilets in the baseball field parking lot for the start, 1 at the intersection of 91st Street (K Place) and Elm, and 1 at the intersection of 91st Street and Union.

Course marshals at every major intersection, at the 5K turnaround on 91st and hopefully on the north end of Elm Street making sure runners are staying to the right going around the blind left turn onto 81st Street.

Water stops will be in the same locations as last year:

- 91st and Elm, southeast corner (portajohn on the northwest corner) (this is the only water stop for the 5K)
- 81st Street just east of the entrance to Titan Sports
- 91st and Union, northeast corner (portajohn here as well)
- 91st and 33rd West Avenue, southeast corner (I believe that is where it has ended up the last couple of years)

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 7:15 AM

Finish Time: 11:00 AM

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

Portable sound system at the finish line on the track for announcements and music.

Sound checks conducted prior to the event: No

Start Time: N/A

Finish Time: N/A

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

N/A

Use of any signs, banners, decorations, or special lighting used at event: Yes Describe:

"Real estate" Caution signs will be placed along the course 10 days prior to the event, and mile markers will be put out the day before the race.

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 race-related trash, and race director will sweep the course after the event to pick up all signs and anything the volunteers might have missed.

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

If not presented, please explain:

This is the 44th year of the event. We will put out the Caution Signs on the affected streets and post a notice on the McDonald's marquee in downtown Jenks.

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: 08/08/2024 Date routed: 10/22/2024 Date for review: 10/30/2024

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 11/05/2024. Mayor agenda

10/30/2024. City Council agenda 10/30/2024. Updated course information 10/11/2024.

Application revised 10/22/2024.



Start for both races.

WK Pl

E K Pl

Parking

Parking

Please don't park in the neighborhood.

Registration

Parking

Parking

Finish for both races.

Parking

© 2016 Google

Goo

N 1st St

N 2th Pl

E J St

WH St

E H St

EC St

North 3rd St E

EF St

N 5th St

N 7th St

JENKKS HALF

13.1 MILES



JENKS, OK

