



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Day of the Dead SprintDate(s) of Event: Nov. 1, 2024Location Address: Start: 300 N Elgin Ave
End: 300 N Elgin AveCouncil District(s): 1Event Description: 1.5-mile Fun Run in conjunction with Day of the Dead Festival.**Event Category:** Athletic/Recreation**Event Includes:** Tent/Canopy, Public Right of Way, Street ClosureAnticipated Attendance: Total: 3000Per Day: 3000Anticipated Participants: Total: 3000Per Day: 3000

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Living Arts of TulsaWebsite: https://livingarts.orgChief Officer of Host Organization: Jessica DeweyEmail and Phone: education@livingarts.org 918-585-1234Applicant Name: Christopher HensonEmail and Phone: events@livingarts.org 918-585-1234

Professional Event Organizer:

Email and Phone:

On-site Contact: Nick PondMobile: 918-210-3303Billing Contact: Christopher HensonPhone: 918-585-1234Billing Address: 307 E Reconciliation Way
Tulsa, OK 74120

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 11/01/2024 Time: 5:00PM
Street Closure for Event Setup: Date: 11/01/2024 Time: 5:00PM
Street(s) to be Closed for Event Setup: Start/Finish Line area on Elgin Ave north of DOD Festival venue. Elgin Ave between Cameron St and John Hope Franklin Blvd.

Event Start: Date: 11/01/2024 Time: 6:00PM
Street Closure for Event Start: Date: 11/01/2024 Time: 6:00PM
Street(s) to be Closed for Event Start: See Course Map
Run, Walk, Parade Start Time: 6:30PM
Daily Event Hours: 6:00PM-7:00PM

Event End: Date: 11/01/2024 Time: 7:00PM
Street Reopens after Event End: Date: 11/01/2024 Time: 7:00PM

Event Teardown: Date: 11/01/2024 Time: 7:15PM
Street Reopens after Event Teardown: Date: 11/01/2024 Time: 7:30PM

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: 4 10X10 Provider and Phone: Nick Pond | Program Planner –
[Aquatics/Events,](#)
[Tulsa Parks, Culture and Recreation –](#)
[Centennial Center.](#)
[T: 918-210-3303](#)
[E: npond@cityoftulsa.org](mailto:npond@cityoftulsa.org)
www.cityoftulsa.org

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: TPD Special Events Unit (918) 586-6054

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

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: Street, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

Sponsor and Other Event Information

Event Sponsor(s): Living Arts of Tulsa, Tulsa Parks, City of Tulsa

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

Drone: No

Portable Toilets: No Provider and Phone: N/A

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 Attachment.
Festival Facilities

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time: N/A

Finish Time: N/A

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

N/A

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:

There will be start finish line race banners.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Clean up and breakdown will be completed by Tulsa Parks and Recreation.

Number of Trash Receptacles: 7

Number of Dumpsters: 2

Number of Recycling Containers: 2

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Schools, Businesses

If not presented, please explain:

N/A

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: 10/08/2024 Date routed: 10/23/2024 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 11/06/2024. Mayor agenda 10/30/2024. City Council agenda 10/30/2024. Application fees pending and map needs updating.



Turnaround Point
West of Greenwood Ave

Run route
Road block

Start/Finish
Line