



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: Spavinaw Centennial Celebration and 5k Date(s) of Event: Saturday, November 16, 2024

Location Address: Start: 3600 Mohawk Blvd Council District(s): 1  
End: 3600 Mohawk Blvd

Event Description: Commemorative event to celebrate 100 years since construction of Spavinaw water system. Event will begin with 5k race and fun run. Other activities include proclamation from mayor, food trucks, "touch-a-truck" of water dept. vehicles, 1920s era classic car display, and water and sewer department booths.

**Event Category:** Festival/Celebration

**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Public Park, Live Entertainment, Food Sales, Street Closure

Anticipated Attendance: Total: 1000 Per Day: 1000

Anticipated Participants: Total: 500 Per Day: 500

Number of Events for Monthly Event: No

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

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Host Organization: City of Tulsa Water Supply Website: www.cityoftulsa.org  
www.cityoftulsa.org

Chief Officer of Host Organization: Stefanie Hunter

Email and Phone: shunter@cityoftulsa.org 918-596-8037

Applicant Name: Matthew Yockey

Email and Phone: myockey@cityoftulsa.org 918-591-4141

Professional Event Organizer: Debbie Uglean, Oklahoma Race Company

Email and Phone: debbie@oklahomaracecompany.com 405-206-3615

On-site Contact: Stefanie Hunter Mobile: 918-277-5152

Billing Contact: City of Tulsa Phone: 918-591-4141

Billing Address: 3600 N MOHAWK BLVD E  
Tulsa, OK 74115

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

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**Event Setup:** Date: 11/16/2024 Time: 7:00 AM  
Street Closure for Event Setup: Date: 11/16/2024 Time: 7:00 AM  
Street(s) to be Closed for Event Setup: Mohawk Blvd between Harvard Ave and Winston Ave. (leg 1): 7 a.m. to 4 p.m.  
Winston Ave north of Mohawk Blvd. Winston Ave to Creek Dr. (leg 2): 7 - 11 a.m..

**Event Start:** Date: 11/16/2024 Time: 8:00 am  
Street Closure for Event Start: Date: 11/16/2024 Time: 7:00 am  
Street(s) to be Closed for Event Start: See racecourse map.  
Run, Walk, Parade Start Time: 9:00 am  
Daily Event Hours: 8:00 am - 2:00 pm

**Event End:** Date: 11/16/2024 Time: 2:00 pm  
Street Reopens after Event End: Date: 11/16/2024 Time: 11:00 am

**Event Teardown:** Date: 11/16/2024 Time: 2:00 pm  
Street Reopens after Event Teardown: Date: 11/16/2024 Time: 4:00 pm

## ***Secondary Permits Required***

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 4  
Food Cooked on-site: No Fuel(s) to be used:  
Number of Item Vendors: 0 Number of Service Vendors: 0  
Number & Sizes of Tents: 1- 40'x80' tent Provider and Phone: ABCO Party Rentals (918) 583-6557  
Number of Inflatables: Yes 1 Provider and Phone: Oklahoma Race Company (405) 206-3615 (Start/Finish Arch Only)  
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: Mark Weston (Security), mweston@cityoftulsa.org (918) 576-5502.  
Adam Woodard, awoodard@cityoftulsa.org (918) 586-6000.  
Special Events Unit (918) 586-6054.

Medical and/or First Aid Services: Yes Contact, Email and Phone: Robert Brown, robertbrown@cityoftulsa.org (918) 596-9200

Traffic Control Barricade Company: No Contact, Email and Phone: Mark Weston (Security), mweston@cityoftulsa.org (918) 576-5502 and Adam Woodard, awoodard@cityoftulsa.org (918) 586-6000

Equipment Setup: Date: 11/16/2024 Time: 7:00 am Equipment Pickup: Date: 11/18/2024 Time: 12:00 pm

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

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

Parking Type: Unpaved Lot, ADA parking available, Paved Lot

Transportation Service: Shuttle Service

Transportation Service: Contact, Email and Phone: City Security. Mark Weston, mweston@cityoftulsa.org (918) 576-5502

## **Sponsor and Other Event Information**

Event Sponsor(s): Hazen and Sawyer, Black and Veatch, Freese and Nichols, BKL Engineering, Benham, Keithline Engineering, PEC, Garver, Kimley-Horn, Carollo, Jacobs and TBR Engineering

Park: Yes Name of Park and Location: Mohawk Park, 5701 E 36th St N

Drone: Yes

Portable Toilets: Yes Provider and Phone: On Call Services and Rentals (918) 397-7787

Total Number of Portable Toilets: 10 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 11/15/2024 Time: 1300

Equipment Pickup: Date: 11/18/2024 Time: 1200

Other Event Information: See Attachments

**Entertainment and Related Activities**

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Number of Stages: 1

Number of Performers/Bands: TBD

Performer/Band name and music type: TBD

Sound Amplification: Yes

Start Time: 8:30 AM

Finish Time: 2:00 PM

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

TBD

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:

Yard signs will be posted throughout the event with infographics. Start/finish inflatable arch for 5k. Balloon arches/columns will be placed throughout the event space.

**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: Volunteers will patrol the event during and after to pickup trash/debris. The event space will receive a final patrol during event teardown to remove any remaining litter. Trash receptacles will be provided by City of Tulsa Refuse and Recycling.

Number of Trash Receptacles: 17

Number of Dumpsters: 0

Number of Recycling Containers: 4

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

City of Tulsa Parks Department (Mohawk Park)

If not presented, please explain:

N/A

**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: 09/16/2024      Date routed: 10/30/2024      Date for review: 11/06/2024

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 11/06/2024. City Council agenda 11/06/2024. Application fees paid 10/16/2024.

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## Parking Plan/Map

Parking will be provided at the former boys' home site on Mohawk Blvd, east of Harvard, and at City of Tulsa Traffic Operations on Harvard Ave.

Overflow Parking will be provided at Tulsa Community College Northeast Campus

“P” indicates parking area







Layers

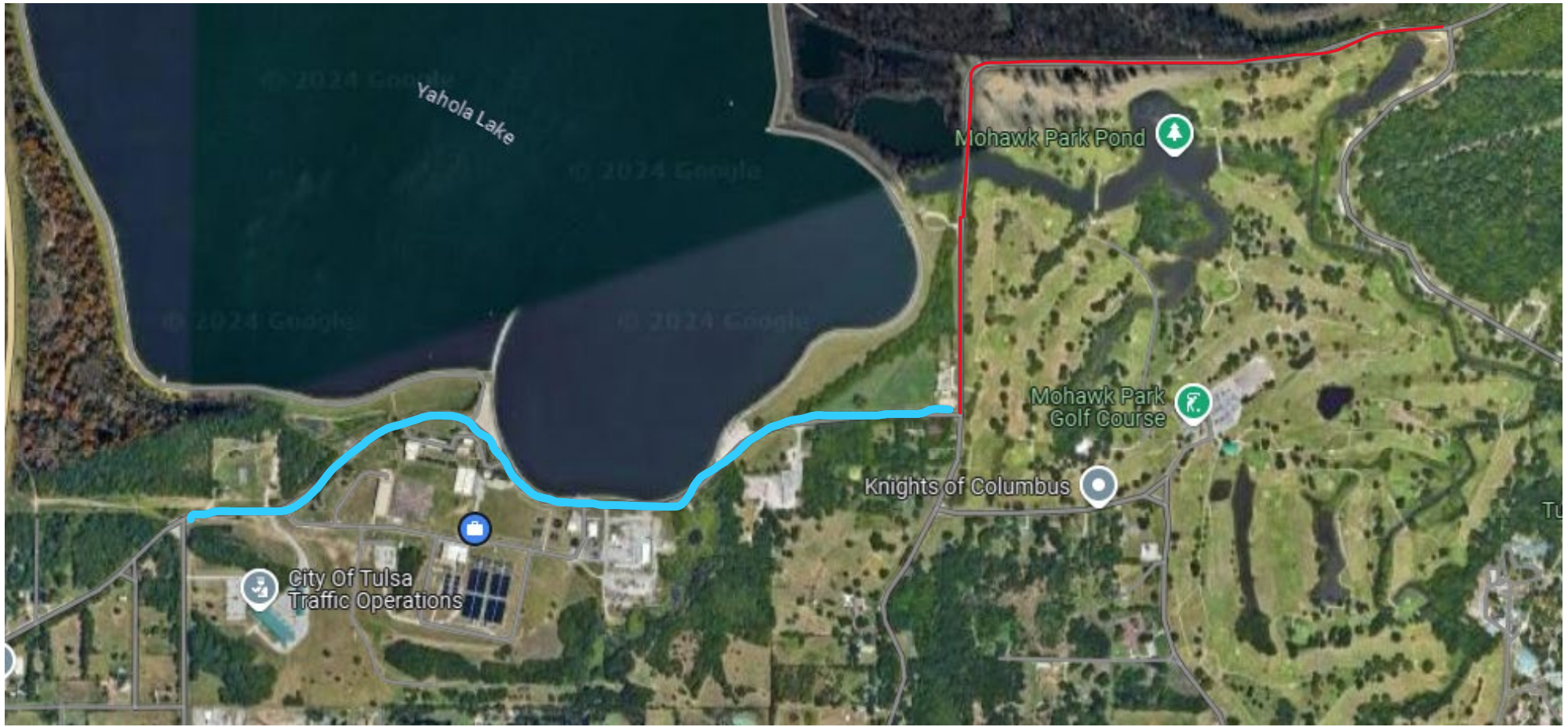
Navigation icons: a person icon, a crossed-out person icon, a 2D icon, a compass icon, and a zoom in (+) and zoom out (-) icon.



## Street Closure Map

Race: Mohawk blvd from Harvard Ave east to Winston Ave intersection, north and east to Creek Dr to be closed from 7:00am until 11:00am. (**BLUE LINE**) + (**RED LINE**)

Event: Mohawk blvd from Harvard Ave east to Winston Ave intersection 7:00am to 4:00pm (**BLUE LINE**). Winston Ave/Mohawk blvd north to Creek Dr to reopen after race concludes at 11:00am.







Bike Path

Satellite

Fun Run  
Turn  
Around

Post race  
barricade to  
allow for  
travel to  
Oxley from  
Winston

Gate Locked  
during race.

1

2

3

Google