



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Walk MS Tulsa Date(s) of Event: 4/6/2019  
Location Address: 111 E MATHEW BRADY ST N Council District(s): 4  
Event Description: Walk MS is a fundraising walk that raises funds and awareness for multiple sclerosis. Event will have a 1 mile and 3 mile option with rest stops along the route.  
Event Category: Athletic/Recreation  
Event Includes: Amplified Sound, Tent/Canopy, Generator/Electricity, Live Entertainment, No Parking Signage, Street Closure  
Anticipated Attendance: Total: 900 Per Day: 900  
Anticipated Participants: Total: 900 Per Day: 900  
Number of Events for Monthly Event: No

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

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Host Organization: National MS Society Website: https://secure.nationalmssociety.org/site/TR/Walk/TXHWalkEvents?pg=entry&fr\_id=30598  
Chief Officer of Host Organization: Ashton Yancey  
Email and Phone: ashton.yancey@nmss.org 918-770-7263  
Applicant Name: Kristen Flores  
Email and Phone: kristen.flores@nmss.org 918-770-7270  
Professional Event Organizer: NA  
Email and Phone:  
On-site Contact: Kristen Flores Mobile: 918-770-7270  
Billing Contact: National MS Society Phone: 918-770-7270  
Billing Address: 2526 E 71st Street A  
Tulsa OK 74146

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

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**Event Setup:** Date: 04/06/2019 Time: 5:00am  
Street Closure for Event Setup: Date: 04/06/2019 Time: 6:00am  
Street(s) to be Closed for Event Setup: Brady St between Boston Ave and MLK Jr Blvd  
Boston Ave between Brady St and Cameron St

**Event Start:** Date: 04/06/2019 Time: 8:30am  
Street Closure for Event Start: Date: 04/06/2019 Time: 9:30am  
Street(s) to be Closed for Event Start: See Racecourse Map  
Run, Walk, Parade Start Time: 10:00am  
Daily Event Hours: 8:30am to 1:00pm

**Event End:** Date: 04/06/2019 Time: 1:00pm  
Street Reopens after Event End: Date: 04/06/2019 Time: 1:00pm

**Event Teardown:** Date: 04/06/2019 Time: 1:00pm  
Street Reopens after Event Teardown: Date: 04/06/2019 Time: 2:00pm

### ***Secondary Permits Required***

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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: 6  
Number of Tents/Canopies: See page 3 Provider and Phone: ABCO - 918-583-6557  
Number of Inflatables: 0 Provider and Phone: NA  
Number of Amusement Rides: 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**

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Security and/or Police: Contact, Email and Phone: Owl Nite Security 918-794-7003  
TPD Special Events Unit 918-586-6054

Medical and/or First Aid Services: Contact, Email and Phone: EMSA 918-596-3055

Traffic Control Barricade Company: Contact, Email and Phone: NA

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

Crowd Management Fencing Company: Contact, Email and Phone: NA

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

Parking Type: Street, ADA parking available, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: NA

## **Sponsor and Other Event Information**

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Event Sponsor(s): Novartis, Genetech, Sanofi Genzyme, Biogen, Hurts Donuts, Raising Canes, Whataburger, Mobility One, St. John/Ascension, Tulsa People

Name of Park and Location, if applicable: NA

Drone: No

Portable Toilets:    Provider and Phone: PortaJohn 918-836-8657

Total Number of Portable Toilets: 4                      Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 04/05/2019                      Time: 6pm

Equipment Pickup: Date: 04/06/2019                      Time: 2pm

Other information: Tents: 1-20x40 1-20x20 2-10x20 1-10x15 8-10x10

## **Entertainment and Related Activities**

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Number of Stages: 0

Number of Performers/Bands: 1

Performer/Band name and music type: Cassi Stephans Band

Sound Amplification: Yes

Start Time: 9am

Finish Time: 12pm

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

Speakers for band and program MC

Sound checks conducted prior to the event: Yes

Start Time: 10:15am Finish Time: 10:30am

Describe hot air balloons, fire lanterns or similar devices used at event:

NA

Describe the use of any signs, banners, decorations, or special lighting used at event:

Small banners and lawn signage

## **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: Using trash containers provided by Guthrie Green and trash containers at rest stop locations

Number of Trash Receptacles: 12

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service Provider and Phone, if applicable: NA

Equipment Setup: Date:

Time:

Equipment Pickup: Date:

Time:

Presented Event Concept to:

Schools, Businesses

## **Avidavit 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: 12.19.2019      Date routed: 03.06.2019      Date for review: 03.13.2019

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: Form revised & unpaid fees 03.06.2019.



**TOGETHER  
WE ARE STRONGER.**



## **WALK MS: TULSA**

**SATURDAY, APRIL 6**

**GUTHRIE GREEN**



-  **1-MILE ROUTE**
-  **2-MILE ROUTE**
-  **START/FINISH LINE**
-  **VIP PARKING**
-  **PARKING**
-  **REST STOP**
-  **ADA PARKING**



# Walk MS: Tulsa Site Map

GUTHRIE GREEN – TULSA, OK

Site opens at 8:30 am / Walk begins at 10:00 am



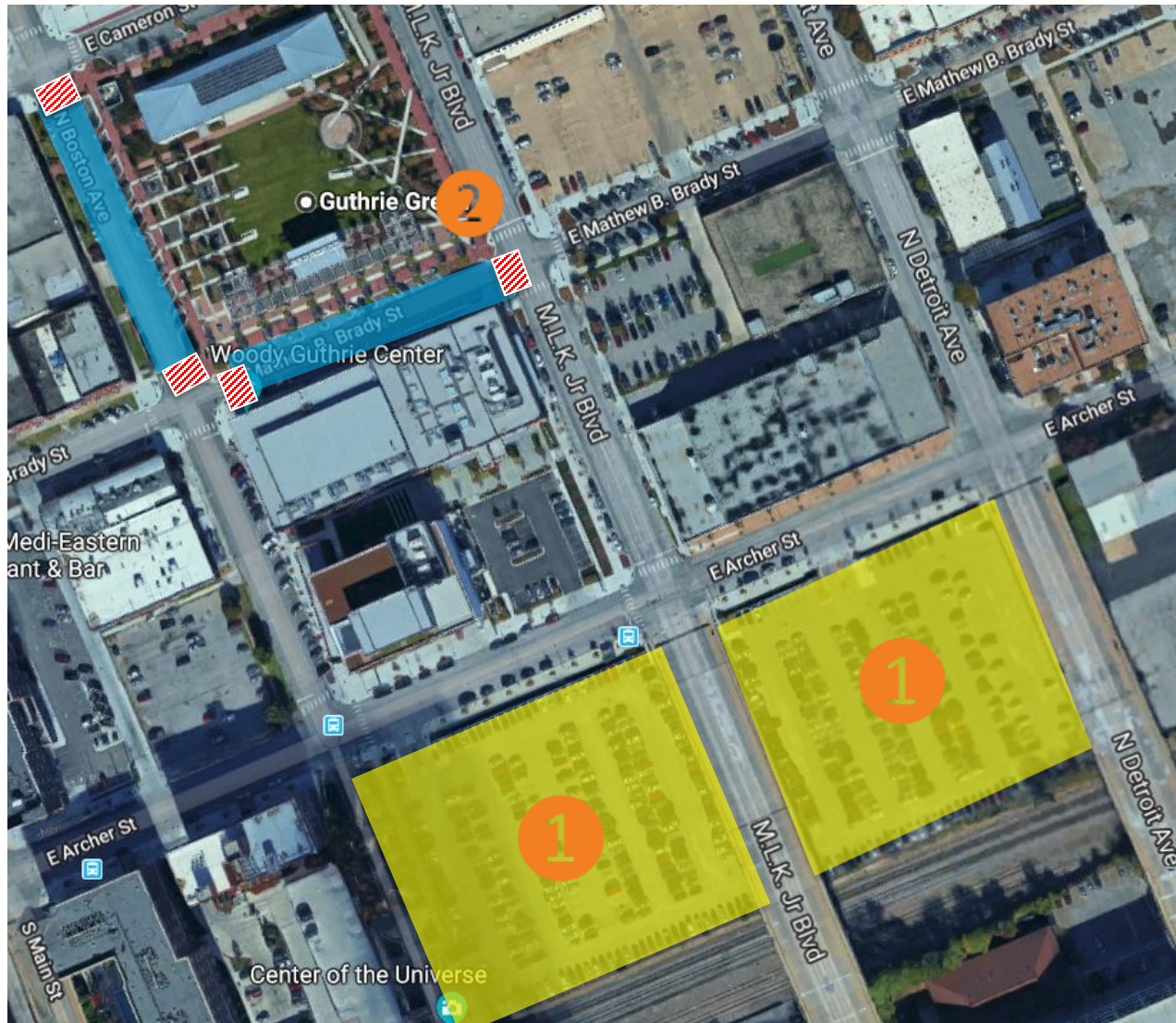
- 1 Start/Finish Line
- 2 Kids Zone
- 3 Volunteer/Info
- 4 Team Village

- 5 Registration
- 6 Living with MS Lounge
- 7 Expo Row
- 8 Truck Touch

- 9 Hydration Station
- 10 Restrooms



# Walk MS: Tulsa Parking Map



- 1 Parking
- 2 Vendor Drop Off
- Streets Closed
- Barricades