



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

---

Name of Event: Marquette Field Day & Fun Run

Date(s) of Event: May 10, 2024

Location Address: Start: 1519 S Quincy Ave  
End: 1519 S Quincy Ave

Council District(s): 4

Event Description: One (1) mile fun run through the neighborhood and school field activities

**Event Category:** Athletic/Recreation

**Event Includes:** Amplified Sound, Public Right of Way, Private Property, Street Closure

Anticipated Attendance: Total: 500

Per Day: 500

Anticipated Participants: Total: 360

Per Day: 360

Number of Events for Monthly Event: No

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

---

Host Organization: Marquette Catholic School MHSA Website: <https://www.marquetteschool.org/>

Chief Officer of Host Organization: Jon Lawrence

Email and Phone: 918-740-5771

Applicant Name: Jon Lawrence

Email and Phone: mizzougrad@gmail.com 918-740-5771

Professional Event Organizer:

Email and Phone:

On-site Contact: Jon Lawrence

Mobile: 918-740-5771

Billing Contact: Jon Lawrence

Phone: 918-740-5771

Billing Address: 9669 E 107TH ST S  
Tulsa, OK 74133

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

---

**Event Setup:** Date: 05/10/2024 Time: 8:00 am  
Street Closure for Event Setup: Date: 05/10/2024 Time: 8:15 am  
Street(s) to be Closed for Event Setup: Quincy Ave between 15th St and 16th St - 16th St between Quincy Ave and Rockford Ave for the static venue (Field Day).

**Event Start:** Date: 05/10/2024 Time: 9:00 am  
Street Closure for Event Start: Date: 05/10/2024 Time: 8:30 am  
Street(s) to be Closed for Event Start: 16th St between Utica Ave and Peoria Ave for the Fun Run Course.  
Run, Walk, Parade Start Time: 9:00 am  
Daily Event Hours: Field Day: 8:00 am to 3:00 PM - Fun Run: 8:00 am to 11:45 am

**Event End:** Date: 05/10/2024 Time: 3:00 pm  
Street Reopens after Event End: Date: 05/10/2024 Time: 11:45 am

**Event Teardown:** Date: 05/10/2024 Time: 3:00 pm  
Street Reopens after Event Teardown: Date: 05/10/2024 Time: 3:00 pm

## ***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: 0 Provider and Phone: N/A  
Number of Inflatables: Yes 2 Provider and Phone: Jumpin Jiminy (918) 445-4679  
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 Units (918) 586-6054, TPD Operational Plan

Medical and/or First Aid Services: Yes Contact, Email and Phone: EMSA (918) 596-3051, EMSA Medical Plan

Traffic Control Barricade Company: Yes Contact, Email and Phone: Action Safety Supply (918) 234-8222

Equipment Setup: Date: 05/10/2024 Time: 8:00 am Equipment Pickup: Date: 05/10/2024 Time: 3:00 pm

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

Equipment Setup: Date: \_\_\_\_\_ Time: N/A Equipment Pickup: Date: \_\_\_\_\_ Time: N/A

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): Marquette Home & School Association

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: N/A

Equipment Pickup: Date: \_\_\_\_\_ Time: N/A

Other Event Information: If inclement weather, then the event will take place on May 17, 2024. 8:00 am to 3:00 pm on Quincy Ave from 15th St to 16th St and 16th St between Quincy Ave and Rockford Ave for Field Day. 8:00 am to 11:45 am for the Fun Run which will include 16th St from Utica Ave to Peoria Ave. 16th St from Peoria Ave to Utica Ave closed from 8:15 am to 11:45 am. See Maps.

**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: 9:00 am

Finish Time: 11:45 am

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

Bull Horn to announce the start of the Fun Run

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:

An inflatable arch over the start line

**Mitigation of Impact**

---

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Volunteers will clean up the location

Number of Trash Receptacles: 2

Number of Dumpsters: 2

Number of Recycling Containers: 2

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Schools, Places of Worship

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: 01/05/2024      Date routed: 01/08/2024      Date for review: 01/31/2024

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 01/10/2023. Mayor agenda 01/24/2024. City Council agenda 01/31/2024.

---



Date: 5/11/2023 Author: CURT FENDER Project: MARQUETTE CATHOLIC SCHOOL  
Comments:

# MARQUETTE SCHOOL 1 MILE FUN RUN – MAY 10, 2024



1. Start line. South on Quincy
2. Right turn, west on 16th St.
3. U turn just before Peoria, east on 16th St.
4. U turn just before Utica, west on 16th St.
5. Right turn, north on Quincy Ave.
6. Turn right into parking lot to finish.