



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: St. Patrick's Day RunDate(s) of Event: March 15, 2025Location Address: Start: 3920 S Peoria Ave
End: 4100 S Peoria AveCouncil District(s): 9Event Description: 42nd Annual 5K and 1-Mile Fun Run presented by RunnersWorld Tulsa.**Event Category:** Athletic/Recreation**Event Includes:** Amplified Sound, Tent/Canopy, Generator/Electricity, Public Right of Way, Live Entertainment, Private Property, Street ClosureAnticipated Attendance: Total: 2500Per Day: 2500Anticipated Participants: Total: 2000Per Day: 2000Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Special Olympics Oklahoma Inc. Website: https://www.sook.org/Chief Officer of Host Organization: Adrian DewendtEmail and Phone: 918-481-1234Applicant Name: Grace SimpsonEmail and Phone: grace@sook.org 918-221-8288Professional Event Organizer: Kathy Bratton, RunnersWorld RacingEmail and Phone: runnersworldtulsa@yahoo.com 918-749-7557On-site Contact: Grace Simpson Mobile: 918-221-8288Billing Contact: Special Olympics Oklahoma Phone: 918-221-8288Billing Address: 6835 S CANTON AVE E
Tulsa, OK 74136

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 03/15/2025 Time: 6:00AM
Street Closure for Event Setup: Date: 03/15/2025 Time: 6:00AM
Street(s) to be Closed for Event Setup: Peoria Ave between 39th St and 41st St
Event Start: Date: 03/15/2025 Time: 7:30AM
Street Closure for Event Start: Date: 03/15/2025 Time: 8:00AM
Street(s) to be Closed for Event Start: See Racecourse Map
Run, Walk, Parade Start Time: 1-mile Fun Run: 8:30 am
Special Olympics Exhibition Race: 9 am
5K Run: 9:15 am (Chip Timed)
Daily Event Hours: Festival/Participants Gathering: 7:30 am to 1:00 pm
Event End: Date: 03/15/2025 Time: 12:00PM
Street Reopens after Event End: Date: 03/15/2025 Time: 10:30AM
Event Teardown: Date: 03/15/2025 Time: 11:00AM
Street Reopens after Event Teardown: Date: 03/15/2025 Time: 1:00PM

Secondary Permits Required

Beer Sales, Alcohol Sales: Free Alcohol (Spirits), Free Wine
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: 12+ Provider and Phone: A number of 10x10 tents by Anheuser-Busch
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) 596-6054/6076

Medical and/or First Aid Services: Yes Contact, Email and Phone: EMSA (918) 596-3055 on stand-by

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, 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): RunnersWorld Tulsa, Coney I-lander, Langdon Publishing, Bank of Oklahoma, CSL Plasma, Church of Battle Creek, SW Dairy

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

Drone: No

Portable Toilets: Yes Provider and Phone: Porta Johns of Tulsa (918) 836-8657

Total Number of Portable Toilets: 8 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 03/14/2025 Time: 4:00PM

Equipment Pickup: Date: 03/17/2025 Time: 9:00AM

Other Event Information: See Attachments

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 1

Performer/Band name and music type: DJ

Sound Amplification: Yes

Start Time: 7:30AM

Finish Time: 1:00PM

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

DJ and included equipment

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:

Sponsor and race banners, all placed on temporary race day fixtures or at sponsor locations/tents

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Race volunteers will be responsible for trash and other waste during and after race. After the conclusion of the race, all remaining volunteers will also assist with tear down in addition to trash collection around the entire area of the venue.

Number of Trash Receptacles: 15

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Neighborhood Assn, Business Assn, 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: 12/16/2024 Date routed: 01/23/2025 Date for review: 02/26/2025

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 02/05/2025. Mayor agenda
02/12/2025. City Council agenda 02/26/2025. Fees paid 01/22/2025. Timeline and number/sizes of tents
changed 01/23/2025.



1. Budweiser Trailer/Alcohol Barrier

2. Tailgating

3. Photo booth

4. Race Results

5. Stage

6. Water Station

7. Fruit Station

8. Porta Johns

9. Finisher Medals

10. CSL Plasma