



The City of  
**OKLAHOMA CITY**

## SPECIAL EVENT PERMIT

Current date 7/20/2024

**Applications processed in the order received / Preference given to long-standing events**

Event Red Coyote Runtoberfest 5K

Expected number of participants 800

Event coordinator(s) Red Coyote Running & Fitness

Email address joseland@redcoyoterunning.com

Mailing Address 5720 N. Classen Blvd. Oklahoma City, OK. 73118

Phone 405-919-9587 Fax NA

Event Start: Day/Date Sunday October 6th 2024 Time: 3:00 pm

Event End: Day/Date Sunday October 6th 2024 Time: 5:30 pm

Setup: Day/Date Sunday October 6th 2024 Start time: 1:00 pm End time: 3:00 pm

Teardown: Day/Date Sunday October 6th 2024 Start time: 4:30 pm End time: 5:30 pm

Event description (Exact location, activities...)

The Red Coyote Runtoberfest is a 5K Run and Fall Running festival presented by Red Coyote Running & Fitness. The event helps support our Girls on the Run and running programs for all abilities in a grass roots social setting. The run will be based on Park Place between Walker and Hudson and we are requesting a closure of this street for the duration of the event. The remainder of the course would be controlled by OCPD as a moving procession. Event follows flow of traffic and will impact roadways on the course for approximately 30 minutes in any given area.

Is this an annual event? Yes If yes, how many years? 10

How many vendors will sell items at your event (retail, food, beverages, etc.)? 0



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# SPECIAL EVENT PERMIT

**Event Includes:**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Block party | <input checked="" type="checkbox"/> Street closure       | <input type="checkbox"/> Assembly event            |
| <input type="checkbox"/> Alcohol sales          | <input checked="" type="checkbox"/> Residential area     | <input checked="" type="checkbox"/> Athletic event |
| <input type="checkbox"/> Low-point beer sales   | <input checked="" type="checkbox"/> Non-residential area | <input type="checkbox"/> Parade                    |
| <input type="checkbox"/> Food sales             | <input checked="" type="checkbox"/> Amplified sound      | <input checked="" type="checkbox"/> Procession     |
| <input type="checkbox"/> Merchandise sales      | <input type="checkbox"/> Live entertainment              | <input type="checkbox"/> Open flames               |
| <input type="checkbox"/> Street activities      | <input type="checkbox"/> Electrical wiring/generator(s)  | <input type="checkbox"/> Tent/Canopy*              |

\*Number of tents 5

\*Size of tent(s) 10X10

**Primary contacts (during event):**

Name John Oseland  
mobile 405-919-9587  
email john@redcoyoterunning.com

Name Burke Beck  
mobile 405-840-0033  
email burke@redcoyoterunning.com

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**Event Coordinator Signature** John Oseland

Digitally signed by John Oseland  
DN: cn=John Oseland, o=Red Coyote Running and Fitness,  
ou, email=joseland@redcoyoterunning.com, c=US  
Date: 2024.07.22 17:50:13 -0500

*(By signing this permit, the event coordinator and their organizing partners agree to abide by the applicable general rules of application listed and the applicable laws referenced under City of Oklahoma City Municipal Code Chapters 50 and 60)*

**Return to:** Special Events – Public Information & Marketing, 200 N Walker, OKC, OK 73102  
email: [specialevents@okc.gov](mailto:specialevents@okc.gov) office 405-297-2890 fax 405-297-3124

**SPECIAL EVENTS OFFICE USE**

Staff comments

Special Events Office Approval \_\_\_\_\_



## Red Coyote Runtoberfest Race Day Timeline

- 1:00 pm – Red Coyote production team arrives for set up.
- 1:15 pm – RC Van unloaded, contents divided to registration, finish line, course marking, and water stops
- 1:20 pm – Tents & tables for registration packet pick up set up
- 1:30 pm – Metal fence sections and RC fence at staging coral.
- 1:30 am – Course marking team launched to put out signs and traffic barricades
- 1:30 pm – RC Van Launches with water stop supplies for set up and staging
- 1:30 pm – Registration packet pick up set up continues, generator, computers, shirts, packet supplies staged and ready
- 2:00 pm – Coop Aleworks arrives for set up
- 2:00 pm – Packet Pick Up and Race Day Registration opens
- 2:00 pm – Music and announcements start
- 2:30 pm– Post race water and medals prepared and staged for movement after race start
- 2:30 pm – Course marking and turn locations complete and check in
- 2:30 pm – OCPD arrive on site for orientation and checks
- 2:30 pm – First Aid Tent finalized and set
- 2:30 pm – Water stop staffing, (Girls on the Run), arrives at stop or final set up and prep. Ready by 3:00
- 3:00 pm – 5K Starts
- 3:10 pm – First runners possible at water stop
- 3:10 pm – Course team launches as race sag to peel tape and pick up signs
- 3:15 pm – Check in Computers converted to results kiosks
- 3:15 pm – Awards pick up tent set up and ready
- 3:15 pm am – Post race medals staged and ready.
- 3:15 pm – All finish line team members in place
- 3:17 pm – Possible first finishers arriving from course



## Red Coyote Runtoberfest Race Day Timeline

3:20 pm – Site crew breaks down and loads any non essential gear from packet pick up / registration.

3:25 pm – Results and awards team members in place

3:45 pm – Overall Male and Female award presentation. Awards tent opens for age group awards.

3:40 pm – Last runner possible at water stop, (20:00 pace) Course Team sag vehicle passes.

3:45 pm – Red Coyote Van packs up water stop and returns to start finish.

3:45 pm – Post race party opens at Fassler Hall

4:00 pm – All return and unassigned team members begin packing up and loading all nonessential items

4:15 pm – OCPD given all clear as last runners off Hudson

4:15 pm am – Final Runner

4:15 pm – Production team Picture at Finish Line

4:15-45 pm – Final breakdown begins, truck loaded

4:15-45 pm – Timing team breakdown after final runner (golf cart)

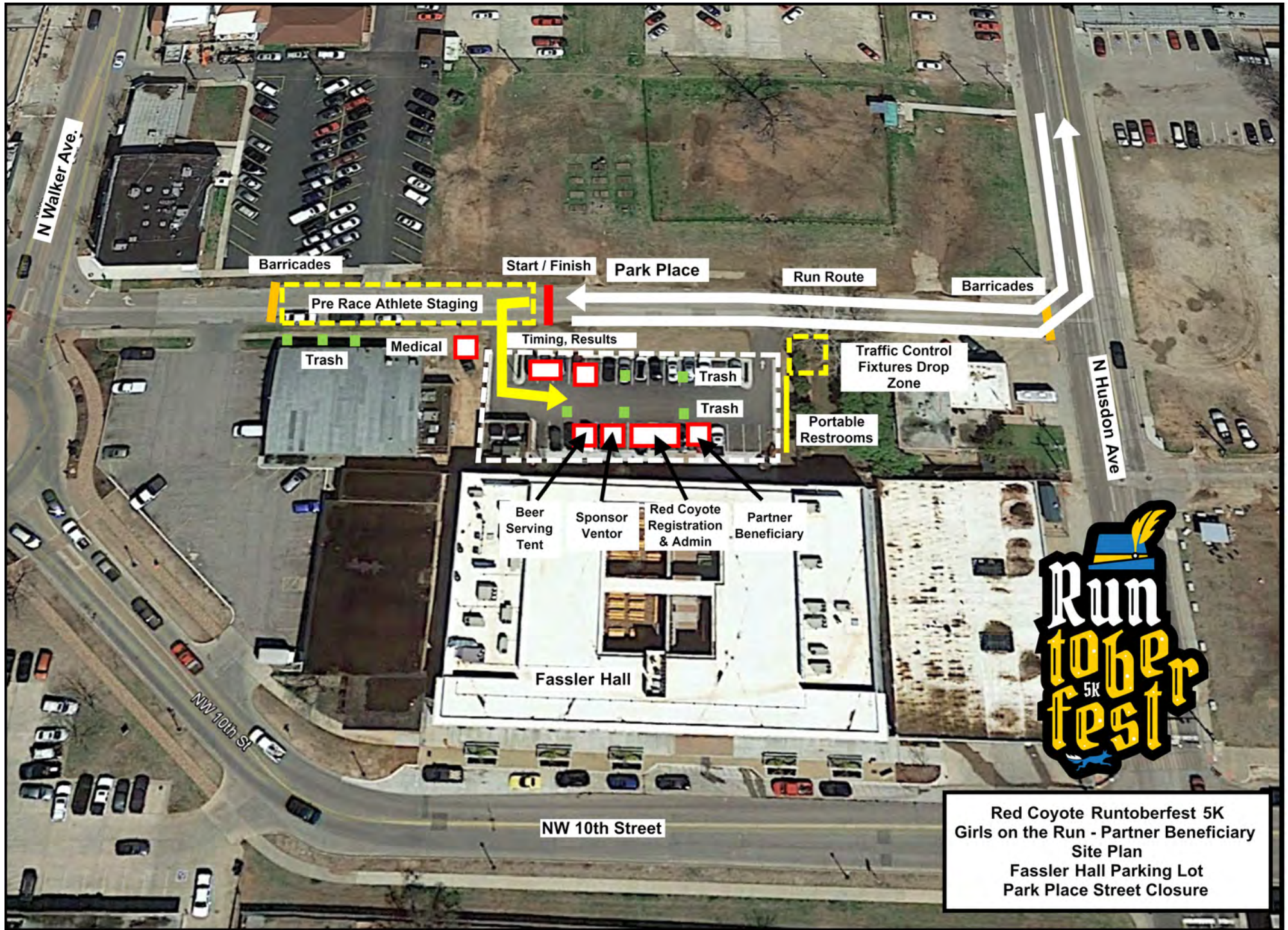
5:00 pm – Post race gathering at Fassler Hall, Gift Cards

7:00 am – Monday trailer return

8:00 am – Monday morning truck unload at store

Heart Felt Thank You For Another Great Red Coyote Event!





Red Coyote Runtoberfest 5K  
Girls on the Run - Partner Beneficiary  
Site Plan  
Fassler Hall Parking Lot  
Park Place Street Closure











EXHIBIT A-3







The City of  
**OKLAHOMA CITY**

## SPECIAL EVENTS

Written Notice Affidavit to properties abutting event.  
The written notice affidavit confirms that you have provided written notice (via postcard, letter) to property owners along running route/course.

### AFFIDAVIT OF WRITTEN NOTICE TO PROPERTIES ABUTTING EVENT

## AFFIDAVIT

STATE OF OKLAHOMA)

COUNTY OF OKLAHOMA)

Know all men by these presents: I, JOHN OSELAND  
Name

as event coordinator of RED COYOTE RUNTUBERFEST 5K  
Event Name

hereby certify that property owners abutting the named event have been notified in writing that the right-of-way will be closed (date(s)) 10/6/2024

[Signature]  
Signature

7/20/24  
Date

Subscribed and sworn before me this 26<sup>th</sup> day of July, 2024.

My commission expires 07/04/28

[Signature]  
Notary Public



Find additional info and forms @ [www.okc.gov/specialevents](http://www.okc.gov/specialevents)



The City of  
**OKLAHOMA CITY**

## SPECIAL EVENTS

Consent Affidavit confirms that you have received street closure approvals from property owners for the street closure. Signed petition form, emails, or letters, are accepted forms of consent.

### AFFIDAVIT OF *CONSENT FROM*, AND NOTICE TO, PROPERTIES ABUTTING EVENT

## AFFIDAVIT

STATE OF OKLAHOMA)

COUNTY OF OKLAHOMA)

Know all men by these presents: I, JOHN OSBAND

Name

as event coordinator of the RED COYOTE RUNTORY STREET SK

Event Name

hereby certify that all required property owners abutting the street closure for the named event have been notified in writing and have provided consent that the right-of-way be closed 10/6/2024

date(s)

[Signature]

Signature

7/26/24

Date

Subscribed and sworn before me this 26<sup>th</sup> day of July, 2024

My commission expires 07/01/28

[Signature]  
Notary Public



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The City of  
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## SPECIAL EVENTS

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### STREET CLOSURE PETITION

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We, the undersigned, have been notified of street closures associated with the event noted and agree or disagree with the closure. I understand that if I have concerns about the proposed closure, I can contact the event organizer or contact Oklahoma City's Special Events Office at 297-2890.

**EVENT / CONTACT:** Red Coyote Runtoberfest 5K & 10K - John Oseland 405-919-9587

**DATE(S) / TIME(S):** Sunday, October 6th 3:00 pm

Agree	Disagree	Signature of property owner or lessee	Street address & business name (if applicable)
X		Jamie Thompkins via email	Fassler Hall
X		Jana Boatman via email	Midtown Renaissance



John Oseland &lt;joseland@redcoyoterunning.com&gt;

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**Red Coyote Runtoberfest 5K**

3 messages

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**John Oseland** <joseland@redcoyoterunning.com>  
To: Jamie Tompkins <jamie@dustbowlounge.com>

Mon, Jul 8, 2024 at 4:50 PM

Good Afternoon Jamie,

Hope things are great at Fassler Hall!

I'm reaching out to coordinate on the date for the Red Coyote Runtoberfest 5K. We've enjoyed running the event from your location the past several years and look forward to partnering with you again this year. We are planning for Sunday afternoon October 6th for the 2024 event. The set up and time table would be identical to previous runnings and I've attached a course map and site plan for review.

I called earlier today and left a message but wanted to follow up with some info and offer an opportunity to connect if you had questions. You can reach me directly at the contact information below anytime. We hope you guys are on board again for another running of the Runtoberfest 5K and look forward to a great event!

Thanks and have a great day!

--

**John Oseland**  
**Director of Operations**  
Red Coyote Running & Fitness  
[joseland@redcoyoterunning.com](mailto:joseland@redcoyoterunning.com)  
Ph: 405-840-0033  
Cell: 405-919-9587

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**2 attachments** **Runtoberfest Site Map.pdf**  
283K **Runtoberfest Course Map.pdf**  
1297K

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**Jamie Tompkins** <jamie@dustbowlounge.com>  
To: John Oseland <joseland@redcoyoterunning.com>

Wed, Jul 10, 2024 at 12:19 PM

Hi John,

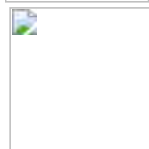
It is good to hear from you! October 6th works for us. Please let me know what you need from me.

Thanks!

[Quoted text hidden]

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Jamie Tompkins  
Event Manager  
Dust Bowl: (405) 609-3302  
Fassler Hall: (405) 609-3300  
[421 NW 10th St.](#)  
[Oklahoma City, OK 73103](#)



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**John Oseland** <joseland@redcoyoterunning.com>  
To: Jamie Tompkins <jamie@dustbowlounge.com>

Thu, Jul 11, 2024 at 9:35 AM

Thanks Jamie,  
Looking forward to another great event!  
We'll be in touch

[Quoted text hidden]





John Oseland &lt;joseland@redcoyoterunning.com&gt;

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**Red Coyote Runtoberfest 5K**

3 messages

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**John Oseland** <joseland@redcoyoterunning.com>  
To: Jana Boatman <jboatman@midtownr.com>

Mon, Jul 8, 2024 at 5:00 PM

Hi Jana,

Red Coyote is planning our Runtoberfest 5K run from Fassler Hall again this year. Our date is Sunday October 6th at 3:00 pm. I'm checking in to request official approval from Midtown Renaissance for the special events permit process. I have attached the course map, site plan, and notification letter below and included a link to the registration page for review. We would greatly appreciate an email response to acknowledge and approve or you can reach me directly at the contact info below with any questions. We're looking forward to another great event in Midtown this year.

<https://runsignup.com/Race/OK/OklahomaCity/Runtoberfest5K>

Thanks so much and have a great day!

--  
**John Oseland**  
Director of Operations  
Red Coyote Running & Fitness  
[joseland@redcoyoterunning.com](mailto:joseland@redcoyoterunning.com)  
Ph: 405-840-0033  
Cell: 405-919-9587

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**3 attachments** **Runtoberfest Site Map.pdf**  
283K **Runtoberfest Notice Letter.pdf**  
540K **Runtoberfest Course Map.pdf**  
1297K

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**Jana Boatman** <JBoatman@midtownr.com>  
To: John Oseland <joseland@redcoyoterunning.com>  
Cc: Stephanie Moon <smoon@midtownr.com>

Tue, Jul 9, 2024 at 7:23 AM

Hi John! Midtown Renaissance would love to see the Runtoberfest happen in Midtown again this year. We're fully on board! Please let us know if you need anything else from us.

**Jana Boatman, CALP, CAM, CAPS**

Property Manager  
Midtown Renaissance  
PO Box 2898  
OKC, OK 73101  
405.488.6262

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**From:** John Oseland <joseland@redcoyoterunning.com>  
**Sent:** Monday, July 8, 2024 5:00 PM  
**To:** Jana Boatman <JBoatman@midtownr.com>  
**Subject:** Red Coyote Runtoberfest 5K

[Quoted text hidden]

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**John Oseland** <joseland@redcoyoterunning.com>  
To: Jana Boatman <JBoatman@midtownr.com>

Tue, Jul 9, 2024 at 10:16 AM

Thanks so much Jana!  
Have a great day  
[Quoted text hidden]



# Red Coyote Runtoberfest 5K

**You can visit online for additional details at [Thank you for your patience and support. We invite you to join us for the fun!](#)**



**joseland@redcoyoterunning.com**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Management Group 959 East 4th St  Marion IN 46952	<b>CONTACT NAME:</b> Tabitha Messersmith <b>PHONE (A/C, No, Ext):</b> (800) 272-8673 <b>FAX (A/C, No):</b> (765) 664-0761 <b>E-MAIL ADDRESS:</b> tmessersmith@insmgt.com
<b>INSURED</b> Road Runners Club of America/2024 and Its Member Clubs  100 W Jefferson St, Suite 202 Falls Church VA 22046	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Granite State Insurance Company <b>INSURER B:</b> National Union Fire Insurance Company of Pittsburgh, PA <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** 2024 \$2M A.I. Liability**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Legal Liability to Participants \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Per Event Basis			AIL0003450335200	12/31/2023	12/31/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse and Molestation \$ 500,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			AIL0003450335200	12/31/2023	12/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Medical & Accident (\$250 Deductible/Claim)			AID0003450335800	12/31/2023	12/31/2024	Excess Medical \$10,000 AD & Specific Loss \$2,500

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

The Certificate Holder is the City of Oklahoma City and its Trusts. This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured and are subject to the policy terms and conditions.. DATE OF EVENT(S): 10/06/24 Red Coyote Runtoberfest 5K INSURED RRCA CLUB/EVENT MEMBER: Red Coyote Running & Fitness ATTN: John Oseland, 5720 N Classen Blvd, Oklahoma City OK 73118  
Processed by RMV

**CERTIFICATE HOLDER****CANCELLATION**10/06/24 City of Oklahoma City  
200 N. Walker

Oklahoma City

OK 73102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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