



Current Date 9/26/24

Applications are processed in the order received - preference given to long standing events.

Event Name Saints Santa Run

Expected Attendance 600-700

Event Coordinator Olivia Branscum

Email Address obranscum@downtownokc.com

Mailing Address 211 N Robinson Ave. Suite 225

Phone (405)526-6914 Fax N/A

Event Address (Location) 1000 N Lee Ave, OKC, OK 73102

Event Start Day/Date 12/7/24 Event Start Time 9am

Event End Day/Date 12/7/24 Event End Time 12pm

Set-up Day/Date 12/7/24 Start Time 6am End Time 9am

Tear-down Day/Date 12/7/24 Start Time 11:30am End Time 1pm

Street Closure Times (if applicable)

Closure Day/Date _____ Time _____

Reopening Day/Date _____ Time _____

Event description (activities, exact location, etc.). Please also submit an event site map.

The annual Saints Santa Run includes a 5K run/walk race, 1-mile fun run, and free kids' dash.

Additional family-friendly programming will take place near the start/finish line in the east

parking lot of SSM Health St. Anthony Hospital. The start/finish line is located in the drive of

SSM Health's east entrance and requires no hard road closures. A rolling closure will begin

at 10am and should be over by 11:30am. Bathrooms are located inside SSM Health. There will be

one food truck.

Is this an annual event? yes If yes, how many years? 20

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

☐ None ☒ 1 ☐ 2-10 ☐ 11-25 ☐ 26-50 ☐ 50+

Please note: the deadline for the food vendor list is a strict **10 business days** prior to the event.



Event includes (mark all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Block party | <input type="checkbox"/> Street closure | <input type="checkbox"/> Assembly event (First Amendment) |
| <input checked="" type="checkbox"/> Beverage sales | <input type="checkbox"/> Procession/Horse Procession | <input checked="" type="checkbox"/> Residential area |
| <input type="checkbox"/> Alcohol sales | <input type="checkbox"/> Parade | <input checked="" type="checkbox"/> Non-residential area |
| <input checked="" type="checkbox"/> Food sales | <input checked="" type="checkbox"/> Amplified sound | <input type="checkbox"/> Parklet |
| <input type="checkbox"/> Merchandise sales | <input checked="" type="checkbox"/> Live entertainment | <input type="checkbox"/> Athletic event |
| <input type="checkbox"/> Street activities | <input checked="" type="checkbox"/> Electrical wiring/generator(s) | <input type="checkbox"/> Filming |

Number of tents 6

Size of tent(s) 10x10

Number of Parade Entries n/a Number of Horses/Animals participating n/a

Emergency primary contacts during event:

Name Olivia Branscum

Name Phi Nguyen

Mobile (405) 388-7693

Mobile (405) 209-0687

Email obranscum@downtownokc.com

Email phi@downtownokc.com

Event Coordinator Signature Olivia Branscum

Digitally signed by Olivia Branscum
Date: 2024.09.26 15:56:30 -05'00'

(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 COMPLETED FORM

Via U.S. Postal Special Events - Public Information & Marketing 200 N. Walker, OKC, OK 73102

Via E-Mail specialevents@okc.gov (preferred method)

Via Fax (405) 297-3124

Questions? Call Special Events Permit Office (405)297-2890

SPECIAL EVENTS OFFICE USE

Staff comments:

Special Events Office Approval _____

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Safety & Security

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Event Schedule

Saturday, December 7

6:00am	Factor 110 sets up rentals in parking lot Alpha-Lit arrives to set up marquee letters
7:00am	DOKC staff arrives Green Team arrives to set up trash cans First Place Timing arrives to set up
8:00am	Registration and packet pick up tables ready Volunteers arrive
8:45am	All staff and vendors in place
9:00am	Event begins
9:40am	Kids start lining up for Kids' Dash
9:45am	Kids' Dash starts Registration closes
10:00am	1-Mile Fun Run starts Volunteers arrive to water stop
10:30am	5k Race starts
10:50am	Medal table prepared
11:15am	Race results/awards by race announcer
11:30am	Costume contest Pick up water stop supplies Rolling closure ends All programming ends
12:00pm	Event ends Clean up and take supplies to office (All Staff) Green Team strikes Factor 110 strikes First Place Timing strikes

D O W N
T O W N
→ O K C

Saints Santa Run 2024 – City Services Packet

Details

Event: Saints Santa Run

Date: Saturday, December 7

Start Time: 9:00am

End Time: 12:00pm

Street Closure Time: Rolling from 9:30am – 11:30am

Location: SSM Health – St. Anthony Hospital

Our family-friendly winter run is bringing all ages, and even pets, to downtown Oklahoma City for a festive 5K and costume contest on Saturday, December 7th, 2024.

The event is a great way to stay active and spread holiday cheer. It includes a 5K Run/Walk, 1-Mile Fun Run, 50 Yard Kids' Dash, and free activities near the start and finish line such as face painting, balloon art, magician, complimentary snacks and drinks, a donut truck with food for purchase, and holiday music. All festivities will take place in the parking lot by the east entrance of SSM Health – St. Anthony Hospital.

Runners can sign up in advance or on-site the morning of the race. We expect to have around 550-650 participants.



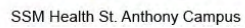
On-Site Contacts

Olivia Branscum
Development & Events Coordinator
Downtown OKC Partnership
409.526.6914

Phi Nguyen
Chief Operating Officer
Downtown OKC Partnership
405.209.0687

Event Site Map

N	N	C
W	W	K
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- ### Water Stop



St. Luke's United Methodist Church

See above map.

D O W N T O W N → O K C

Exhibit C-2

Waste Plan

- Downtown Oklahoma City Partnership's Green Team will clean the area before and after the event and provide and manage (5) additional trash receptacles in the event area.

Electricity Usage Plan

- Electricity will be pulled from SSM Health.

Restrooms

- SSM Health will allow participants to use the restrooms inside of their building.

Exhibit B

Traffic Control Plan

This event will require a rolling closure along the race route and will be facilitated by Action Safety and the OKCPD. Runners will be on the roads from 10am to 11:30am. Additional measures have been taken to ensure access to the public ER entrance at SSM Health. (Map from last year but will remain the same)

Saints Santa Run

 Race Route



Temporary Road & Parking Closures • Saturday, Dec. 3

Entry to ER remains open on Walker Ave.



Race Route

D O W N T O W N → O K C

Police Support

- The OKCPD will provide a police presence in the area during the event (coordinating through Capt. George).

Staffing

- The event will be staffed by Downtown OKC employees and volunteers.
- Staff will be located at registration/packet pick up tents for questions and general aid.

Weather Plan

- A decision will be made no later than 12:00pm Friday, December 6th to cancel or reschedule the event.

Emergency Procedures

- **MEDICAL EMERGENCY**
 - Locate EMSA truck at event.
 - Describe injury or illness and exact location of person on the event site.
 - Once contact has been made with emergency personnel, the staff member should immediately notify on-site contacts, Holly Hoyler and Phi Nguyen.
- **FIRE**
 - Call 911.
 - Evacuate area of all attendees, including area downwind of fire.
 - Designate staff members to meet OCFD upon their arrival and direct them to the fire.
- **PRESS POLICY**
 - Media representatives asking for interviews should be referred to Olivia Branscum or Phi Nguyen.
 - In case of an emergency, no employee or volunteer should discuss the emergency situation with members of the press.
- **LOST PEOPLE**
 - Lost persons will be reported or directed to the staff tents and announcements will be made from the start/finish line as needed.
- **INCLEMENT WEATHER**
 - If there is lightning or heavy storms, an announcement will be made from the start/finish line and the event will be cancelled.
 - In case of sudden inclement weather, attendees can shelter inside of SSM Health.



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, Olivia Branscum
Name

as event coordinator of Saints Santa Run
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)) 12/7/24.

Olivia Branscum
Signature

10/23/24
Date

Subscribed and sworn before me this 23 day of October, 2024.



My commission expires _____

Phi Nguyen
Notary Public



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/10/2024

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).

PRODUCER Unity Insurance Partners 3932 S. Boulevard Edmond OK 73013	CONTACT NAME: PHONE (A/C, No, Ext): 405-359-0583 E-MAIL ADDRESS: certsda1@unity-ip.com	FAX (A/C, No): 405-359-0595
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Philadelphia Insurance Company		
INSURER B : Philadelphia Indemnity Ins. Co		18058
INSURER C : Great American Insurance Group		16691
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 1172393106

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	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		PHPK2552640	5/12/2024	5/12/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2552640	5/12/2024	5/12/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB863251	5/12/2024	5/12/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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 <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Directors & Officers			EPP3951590	5/12/2024	5/12/2025	Aggregate 1,000,000

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

City of Oklahoma City and its Trusts are included as additional Insured as respects to General Liability if required or agreed to in a written contract subject to all provisions and limitations of the policy.

CERTIFICATE HOLDER**CANCELLATION**

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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