



The City of  
**OKLAHOMA CITY**

# SPECIAL EVENT PERMIT

Current date 5/23/24

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

Event 2024 Down Syndrome Festival and 5K

Expected number of participants 700 for Fun Run and 5K race and 4,000 for Awareness Walk

Event coordinator(s) Sarah Soell

Email address + address sarah@dsaco.org 521 W. Wilshire Blvd, Suite 130, Oklahoma City, OK 73116

Phone 405-600-9981 Fax n/a

Event Start: Day/Date Saturday, Sept. 28 - 5K and Walk Time 8 a.m.

Event End: Day/Date Saturday, Sept. 28 - 5K and Walk Time 1 p.m.

Setup: Day/Date Friday, Sept. 27 Start time 2 p.m. End time 6 p.m.

Teardown: Day/Date Saturday, Sept. 28 Start time 12 p.m. End time 1 p.m.

Street Closure Times (if applicable)

Closure: Day/Date Saturday, Sept. 28 Time 6:30 a.m.

Reopening: Day/Date Saturday, Sept. 28 Time 1 p.m.

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

The Down Syndrome Festival and 5K is the annual major fundraising event for the Down Syndrome Association of Central Oklahoma.

This year is our 30th annual awareness walk! All money raised stays in the central Oklahoma region to fund the various programs and activities for DSACO.

Sheridan Avenue between Hudson Avenue and Walker Avenue will be closed from 6:30 a.m. to 10:30 a.m. for the 5K and walk. The Festival activities will take place on the Myriad Botanical Garden lawns facing Sheridan Avenue.

beginning at 9:45 a.m. Sheridan Avenue from Ron Norick Boulevard to Hudson Avenue will be closed from 6:30 a.m. to 1 p.m. with street car access only. Food trucks will line the street of Sheridan Avenue.

Activities on the Myriad lawns include raffles, inflatables, petting zoo, games, DJ for dancing, face painting and more. OKC police, fire and EMSA will be on site to hand out stickers to kids attending.

Families from across the entire state attend to show their support for those with Down syndrome. Expected attendance is 4,000 for the event with more than 600 runners for the 5K and fun run.

Guests will park in the lot south of the Myriad Botanical Gardens beginning at 7 a.m. We have secured this lot for free through American Parking.

We will have portable toilets at the corner of Sheridan Avenue and Ron Norick on the Myriad grounds.

Is this an annual event? yes If yes, how many years? 30

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 days prior to the event.



The City of  
**OKLAHOMA CITY**

# SPECIAL EVENT PERMIT

**Event Includes:**

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

Number of tents 0

Size of tent(s) \_\_\_\_\_

**Primary contacts (during event):**

Name <u>Sarah Soell</u>	Name _____
mobile <u>405-570-3436</u>	mobile _____
email <u>sarah@dsaco.org</u>	email _____

2

**Event Coordinator Signature**

**Sarah Soell**

Digitally signed by Sarah Soell  
DN: cn=Sarah Soell, o=City of Oklahoma City  
Date: 2018.07.03 12:04:29 -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 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

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



# 30<sup>th</sup> Annual Down Syndrome Festival & 5k

## Saturday, Sept. 28, 2024

### Myriad Botanical Gardens

## Event Description

### History:

The Down Syndrome Association of Central Oklahoma, Inc. is a 501(c)3 non-profit founded in January 2000, by parents of children with Down syndrome. The purpose of the organization is aligned with its mission which is “raise awareness and provide resources, as well as promote acceptance and inclusion for people with Down syndrome.” We do this through a variety of family-oriented events, education workshops and community awareness campaigns such as:

- Down Syndrome Festival & 5k
- New Parent Visits
- Quarterly New Parent Breakfast
- Quarterly Workshops
- Parent to Parent Support Meetings
- D.A.D.S. – Dads Appreciating Down Syndrome
- Kylee’s Kitchen
- Tutoring and Speech Lab
- Family and Teen/Self Advocate Social Events
- Self-Advocacy Workshops
- Elementary Adventure Club
- DSACO Club
- Bountiful Blessings Calendar
- DSACO Cup Golf Tournament

DSACO envisions communities where everyone, including those with disabilities, is accepted, included, empowered and given the opportunity and choice to create their own happiness and path to success. The Down Syndrome Festival and 5K is the annual and largest fundraising event for the Down Syndrome Association of Central Oklahoma scheduled for Saturday, Sept. 28, 2024. This is the 30<sup>th</sup> year of celebration for the awareness walk. The event begins with a 5k and 1mile Fun Run at 8 a.m., Awareness Walk with more than 4,000 families and friends at 9:30 a.m. and Festival activities on the lawns of the Myriad Botanical Gardens beginning at 9:45 a.m. It is open to the public and free of charge. We will have entertainment on the lawns, which include inflatables, games, raffles, DJ with dancing along with support organizations offering resources. Food trucks will be available along Sheridan Avenue between Ron Norick Drive and Hudson Avenue. In addition, we will have about 300 volunteers directing guests to various activities and assisting with check-in and booth assignments.

### Location and Traffic Impacts:

The DSACO Festival and 5K will take place in the areas surround the Myriad Botanical Gardens. Road closures are as follows:

6:30 a.m. to 1 p.m. – Sheridan closed from Ron Norick Avenue to Hudson Avenue

For the 5k Race and Fun Run - 6:30 a.m. to 10:30 a.m. – Sheridan closed from Hudson to Dewey Avenues. In addition, Walker Avenue from Sheridan to 9<sup>th</sup> Street, 9<sup>th</sup> street from Walker to Harvey; Harvey from 9<sup>th</sup> to 14<sup>th</sup> Streets; 14<sup>th</sup> Street from Harvey to Hudson and Hudson between 14<sup>th</sup> and 9<sup>th</sup> Streets. The registration for the 5K event will take place on the Myriad Gardens lawn near the band shell area.

For the Awareness Walk - 6:30 to 10 a.m. – The city block of Sheridan to Dewey south to California and north to Walker will be closed for the Awareness Walk. This route is one city block around the John Rex Charter School.

The Festival - Sheridan between Ron Norick Drive and Hudson Avenue will remain closed until the culmination of the event, which is expected to end at 1 p.m. We are using the Myriad Botanical Gardens for the festival activities, which follows the 5K. We have rented the space to allow for facilities, sidewalks

and plaza for our set up/restrooms/music, etc. Food trucks will be along the west-bound traffic side Sheridan. The street cars will not be impacted by the closure and OKCPD will be monitoring all areas for safety and security along with Action Safety.

**Activities:**

As in years past, The Festival and 5K will host all families with a member who has Down syndrome. We expect approximately 600 runners for the 5k and more than 3,000 family and friends for the Awareness Walk and Festival activities. Entertainment includes inflatables, games, resource information booths, DJ with dancing, as well as food trucks. All resource booths will be asked to provide their own equipment for activities and information. Tables and chairs will be provided upon request. All the entertainment and activities will take place on the lawns of the Myriad Botanical Gardens, which face Sheridan.

**Food:**

Food trucks will be on hand to offer food and beverages to guests. All food trucks will be asked to provide their own generators and any other equipment needed for the event. Food trucks will be along the west-bound traffic side Sheridan.

**Safety:**

We will work in conjunction with the Oklahoma City Policy Department and Action Safety during the event to ensure safety and security measures are met for 5k participants, walk participants, as well as guests and entertainment attending the Festival. We have hired OKCPD to enforce road closures and monitor guests crossing streets and other areas that might need additional assistance or accessibility assistance.

**Parking:**

We have arranged free parking with American Parking Center in the lot directly south of the Myriad Botanical Gardens. Volunteers will be on hand to direct guests to activities as designated. Signage will also be provided to direct guests to appropriate events and check-ins.

**Other Items to Consider:**

To keep the areas clean, trash cans will be located at the beginning of the 5K race (Hudson and Sheridan) and at the turn around point (14<sup>th</sup> Street and Harvey). Portable restrooms (2 – one of which is an accessible restroom) will be located at the corner of Hudson and Sheridan on the grounds of the Myriad Botanical Gardens and the other at the corner of Sheridan and Ron Norick Blvd. Public Restrooms at the Myriad Botanical Gardens will also be available for guests. Please see attached 5k and Awareness Walk route map and Myriad Botanical Garden map for more details.

**Summary:**

The event brings together community members and families to celebrate the opportunities and strengths of individuals with Down syndrome. It is to promote Down syndrome so the community can see those with Down syndrome for the individuals they are and their abilities. Last year's event had record numbers, including more than 600 race participants and raising more than \$200,000. We expect this year's event to be even bigger with more runners and walkers and generating a new beginning for the downtown Oklahoma City area to see our organization as a value to their business.

## EVENT SCHEDULE

**EVENT NAME** - 30th Annual Down Syndrome Festival and 5K 2024

*ORGANIZER* - Down Syndrome Association of Central Oklahoma

CONTACT(S): Sarah Soell  
(405) 570-3436

[illegible]



# **30<sup>th</sup> Annual Down Syndrome Festival and 5K 2024**

## **Event Site Plan**

Included in this packet you will find a 5k and Awareness Walk map, which shows the road closures for each event.

Also included in this packet is a direction signage map showing approximate placement of events and activities on the Myriad Botanical Gardens. This map also includes important information for guests and volunteers to check-in as well as restroom information, food trucks and various information booths.





- 5K 5K check-in
- CG Carnival Games
- D DSACO Table
- DJ DJ Partyman
- E Fire/Police/EMSA/Sheriff
- FT Food Trucks
- M Merchandise
- RP Raffle Prizes
- TP Team Photos
- V Volunteer Check-in
- BH Bounce Houses
- TT Toddler Town
- SA SA Cotton Candy
- Restrooms

**W SHERIDAN AVE**

Street closed 6:30am-noon \*with food truck access\*

Food Truck Parking  
7am-Noon

Food Trucks  
enter here

Vendor Unloading area  
7-9am

Vendor Unloading area  
7-9am

**S HUDSON AVE**



Exhibits A-1

**PARKING LOT**

**W RENO AVE**





### Street Closures Sheet 1

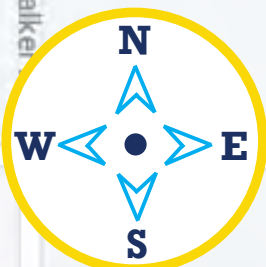
-  Barricade
-  Porta Potty
-  Street closures  
*Closed 6:30 AM - 1:00 PM*

HUDSON AVE.

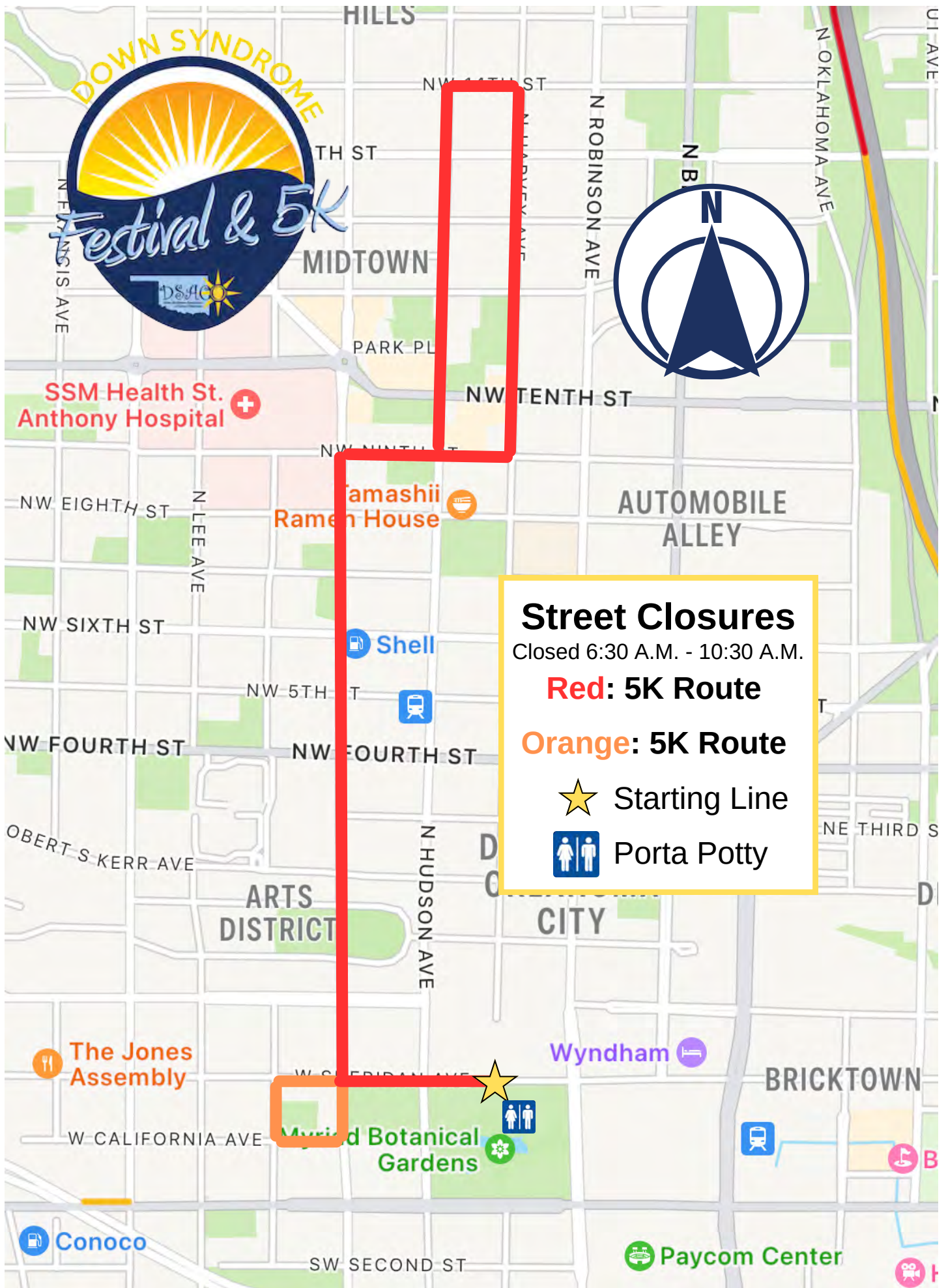
SHERIDAN AVE.

RON NORICK AVE

FREE PARKING  
RESERVED THROUGH  
AMERICAN  
PARKING SERVICES











5K Route

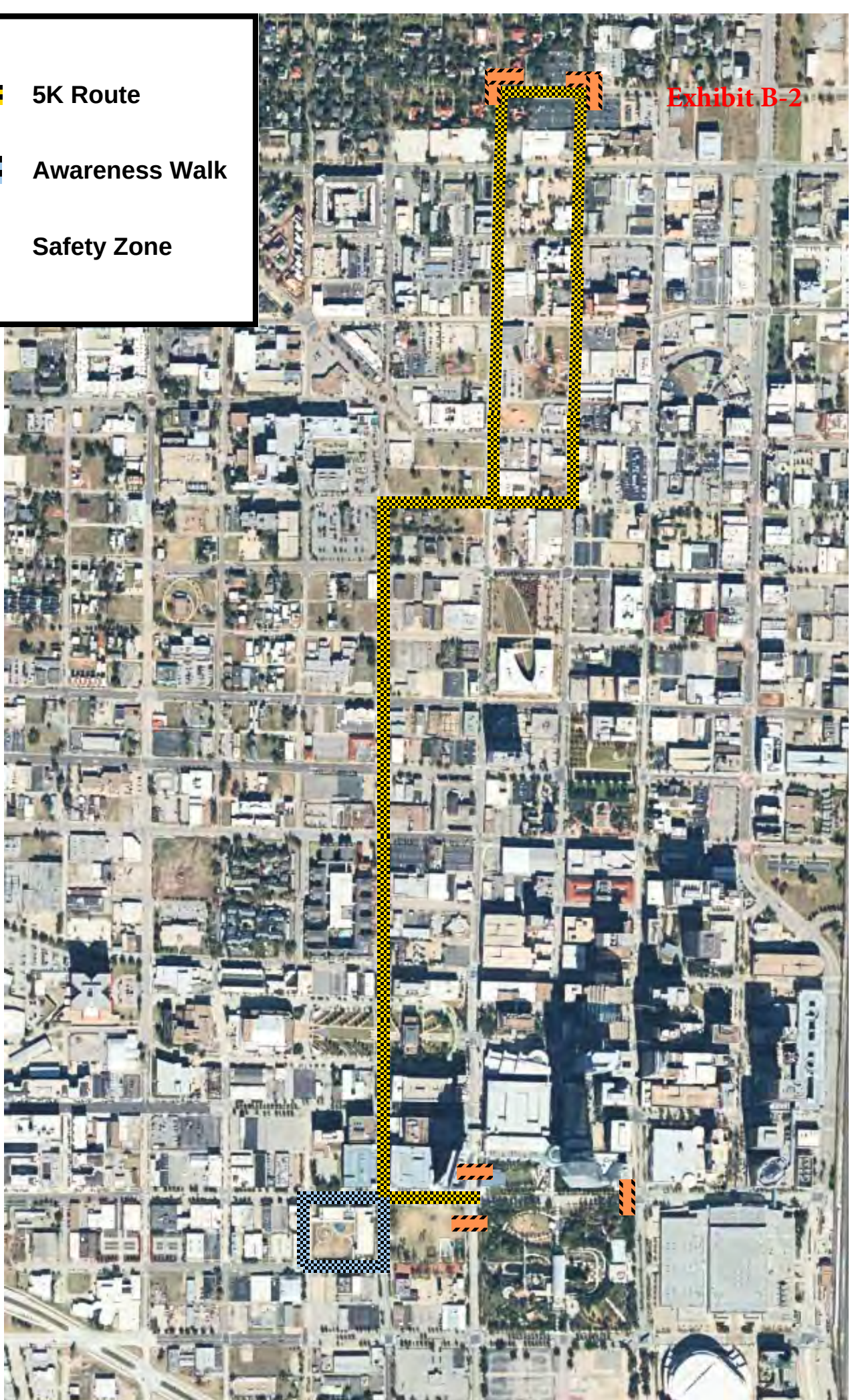


Awareness Walk



Safety Zone

Exhibit B-2



## **Street Closures List**

### **Sheet 1: 6:30 a.m. to 1 p.m.**

Sheridan closed from Ron Norwick Blvd. to Hudson Avenue – eastbound traffic only, street cars will pass through

### **Sheet 2: 6:30 a.m. to 10:30 a.m.**

Sheridan closed from Hudson Avenue to Dewey Avenue. – – eastbound traffic only, street cars will pass through

Dewey Avenue to California Avenue -2-lane

California Avenue to Walker Avenue – 2-lane

Walker Avenue from Sheridan to 9<sup>th</sup> Street -2-lane

9<sup>th</sup> street from Hudson to Harvey – 2-lane

Harvey from 9<sup>th</sup> to 14<sup>th</sup> Streets – 2-lane

14<sup>th</sup> Street from Harvey to Hudson – 4-lane

Hudson between 14<sup>th</sup> and 9<sup>th</sup> Streets – 2-lane

## **Waste Plan**

Public Restrooms (4) are located at the Myriad Botanical Gardens as indicated on the Festival Map. Porta Potties will be located at the corner of Sheridan and Ron Norick Blvd. on the Myriad Gardens.

Trash and recycling receptables. Receptables will be contained within the Myriad Botanical Gardens. Trash will be disposed in the dumpsters at the Myriad Botanical Gardens.



## **Electricity Usage Plan**

Food trucks will use small generators, which are either located on their vehicles or placed next to/within proximity of their vehicle. A few entertainment activities may also use small generators to power items like inflatables. Inflatables will use the power connections on the Myriad grounds. All generators will be placed next to/within proximity of their vehicle or activity so to avoid cords stretched across walkways. No cable ramps will be utilized because no power cords will be used across walkways.



## **30<sup>th</sup> Annual Down Syndrome Festival & 5k 2024**

### **Emergency Contacts:**

- Sarah Soell, DSACO Executive Director: 405-570-3436
- Rylee Cole, DSACO Programs Coordinator: 405-401-6964
- Kathy Trout, DSACO Office Assistant: 405-408-5300
- Rachel Ribbe, DSACO Communications and Fundraising Manager: (918)510-5297



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.

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### AFFIDAVIT OF WRITTEN NOTICE TO PROPERTIES ABUTTING EVENT

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## AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, Sarah Soell  
Name

as event coordinator of Down Syndrome Festival + 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)) Sept. 28, 2024

Sarah Soell  
Signature

5/23/24  
Date

Subscribed and sworn before me this 23<sup>rd</sup> day of May, 2024

My commission expires 9/8/25

[Signature]  
Notary Public



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

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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, Sarah Soell

Name

as event coordinator of the Down Syndrome Festival & 5K

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 Sept. 28, 2024  
date(s)

Sarah Soell

Signature

5/28/24

Date

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

My commission expires 9/8/25

Notary Public



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



Approvals for street closures can be received either by signing this petition or via letters or e-mails.

# STREET CLOSURE PETITION

**EXAMPLE:**

Agree	Disagree	Signature of property owner or lessee	Street address & business name (if applicable)
x		<i>John Smith</i>	1234 Street Name, OKC
x		Mary Joseph	letter attached 3456 Street Name, OKC
x		Jane Doe	e-mail attached - 91011 Street Name, OKC
x		<i>Peter Paul</i>	Pizza Palace - 5678 Street Name, OKC

Contact Name Audra Hansen 405.601.6699  
 Contact E-mail audra.hansen@hines.com Phone 713-966-5302  
 Street(s) will be closed on DATE:(mm.dd.yy) 09/28/24 TIME 6:30 AM .  
 Street(s) will re-open on DATE:(mm.dd.yy) 09/28/24 TIME 1 pm .  
 Street closure is from what street to what street? Sheridan closed from Ron Norwick Blvd. to Hudson Avenue – eastbound traffic only, street cars will pass through

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 (405) 297-2890

[illegible]

# Street Closure Notification



The Down Syndrome Association of Central Oklahoma will be hosting a 5K that will impact the street where you do business. We apologize for any inconvenience and ask that you contact us at 405-600-9981 by July 1, if you have any questions or concerns about the event. If we have not heard from you by then, we will assume that you approve our use of this route during the following times:

**Date: September 28, 2024**

**Time: 6:30 a.m. - 10:30 a.m.**

Thanks in advance for your understanding!  
For more information, visit: **[www.dsfestivaland5k.com](http://www.dsfestivaland5k.com)**



DOWNSYN-04

HMORGAN

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/14/2024

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 <b>Johnston Fiss Insurance</b> 5225 W. 75th Street, Suite 200 Shawnee Mission, KS 66208	CONTACT NAME:		
	PHONE (A/C, No, Ext):	(913) 396-0800	FAX (A/C, No): (913) 396-0835
	E-MAIL ADDRESS:	insurance@johnstonfiss.com	
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : PHILADELPHIA INSURANCE COMPANY		6777
INSURED  <b>Down Syndrome Association of Central Oklahoma</b> 521 W Wilshire Blvd #130 Oklahoma City, OK 73116	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

## COVERAGES

## CERTIFICATE NUMBER:

## 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						EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	EV147938	9/28/2024	9/28/2024	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
	<input checked="" type="checkbox"/> Special Event Liabil						MED EXP (Any one person)	\$ 0
							PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 3,000,000
	OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$	
							\$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE	\$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N						E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

RE: Down Syndrome Association of Central Oklahoma Festival &amp; 5k

The City of Oklahoma City and Its Trusts are additional insureds.

## CERTIFICATE HOLDER

## CANCELLATION

<b>The City of Oklahoma City</b> 200 North Walker Avenue 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  <i>Chris Boyle</i>