



The City of
OKLAHOMA CITY

SPECIAL EVENT PERMIT

Current date 01/18/2024

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

Event 2024 Stephenson Cancer Center Outpace Cancer Race

Expected number of participants 1,000

Event coordinator(s) Heather Waller

Email address + [address heather-ricchi@ouhsc.edu, 1105 N. Stonewall Ave, Ste. 162 OKC, OK 73117](mailto:heather-ricchi@ouhsc.edu)

Phone 214-551-2715 Fax _____

Event Start: Day/Date 04/13/24 Time 7:00

Event End: Day/Date 04/13/24 Time 10:15

Setup: Day/Date 04/12/24 Start time 17:00 End time 24:00

Teardown: Day/Date 04/13/24 Start time 10:30 End time 12:00

Street Closure Times (if applicable)

Closure: Day/Date Saturday – 04/13/24 Time 6:30

Reopening: Day/Date Saturday – 04/13/24 Time 10:30

1

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

Outpace Cancer is a 10K/5K Race & 1-Mile Walk in Oklahoma City, hosted by the Stephenson Cancer Center

to raise money for cancer research and to provide support for cancer patients and their families.

The 2024 event will take place on Saturday, April, 13th beginning at 7 a.m.

The Outpace Cancer Race is a family-friendly event to help create community and support for the people fighting cancer and their families. The First race will begin at 8:00am

Is this an annual event? Yes If yes, how many years? 6

Download forms @ okc.gov/specialevents



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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.

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Event Includes:

- Block party
- Beverage sales
- Alcohol sales
- Food sales
- Merchandise sales
- Street activities
- Street closure
- Procession
- Parade
- Amplified sound
- Live entertainment
- Electrical wiring/generator(s)
- Assembly event (First Amendment)
- Residential area
- Non-residential area
- Parklet
- Athletic event
- Filming

Number of tents 20 Size of tent(s) 10x10 ; 10x20

Please note: the application deadline for ABLE (alcohol) licenses is **60 days** prior to the event.

Primary contacts (during event):

Name Heather Waller Name Lindsey Manning 2
mobile 214-551-2715 mobile 405-271-2353

email heather-ricchi@ouhsc.edu email Lindey-manning@ouhsc.edu

Event Coordinator Signature Heather Waller

(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 office 405-297-2890 fax 405-297-3124

SPECIAL EVENTS OFFICE USE

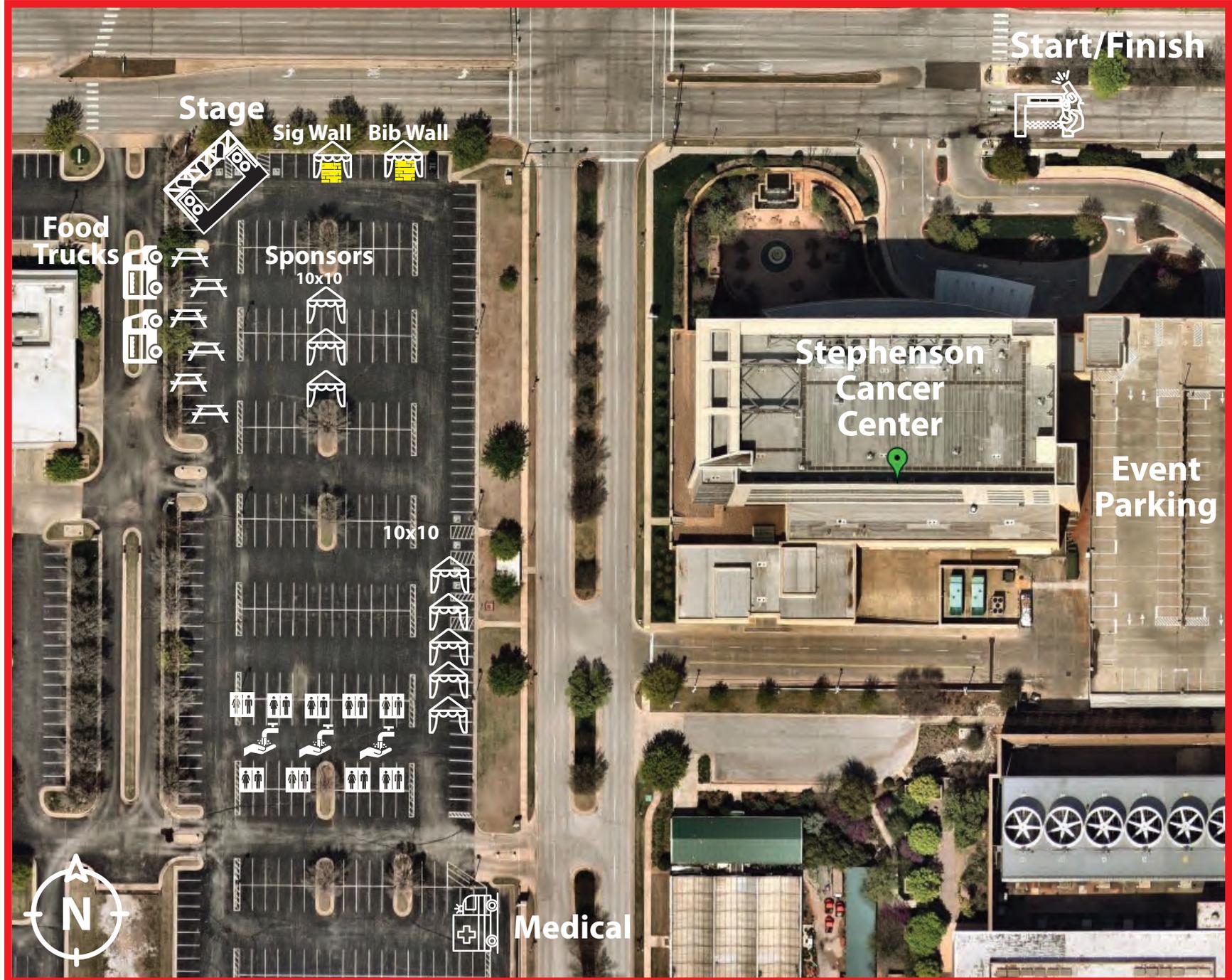
Staff comments
3/4/2024 All requested documents received. Purchase order received.
Permit packet ready for review and submit to City Council for
approval. BRI



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SPECIAL EVENT PERMIT

Special Events Office Approval _____



--- = Barricades

 = waste receptacle

 = public restroom (student center)

Exhibit A-3

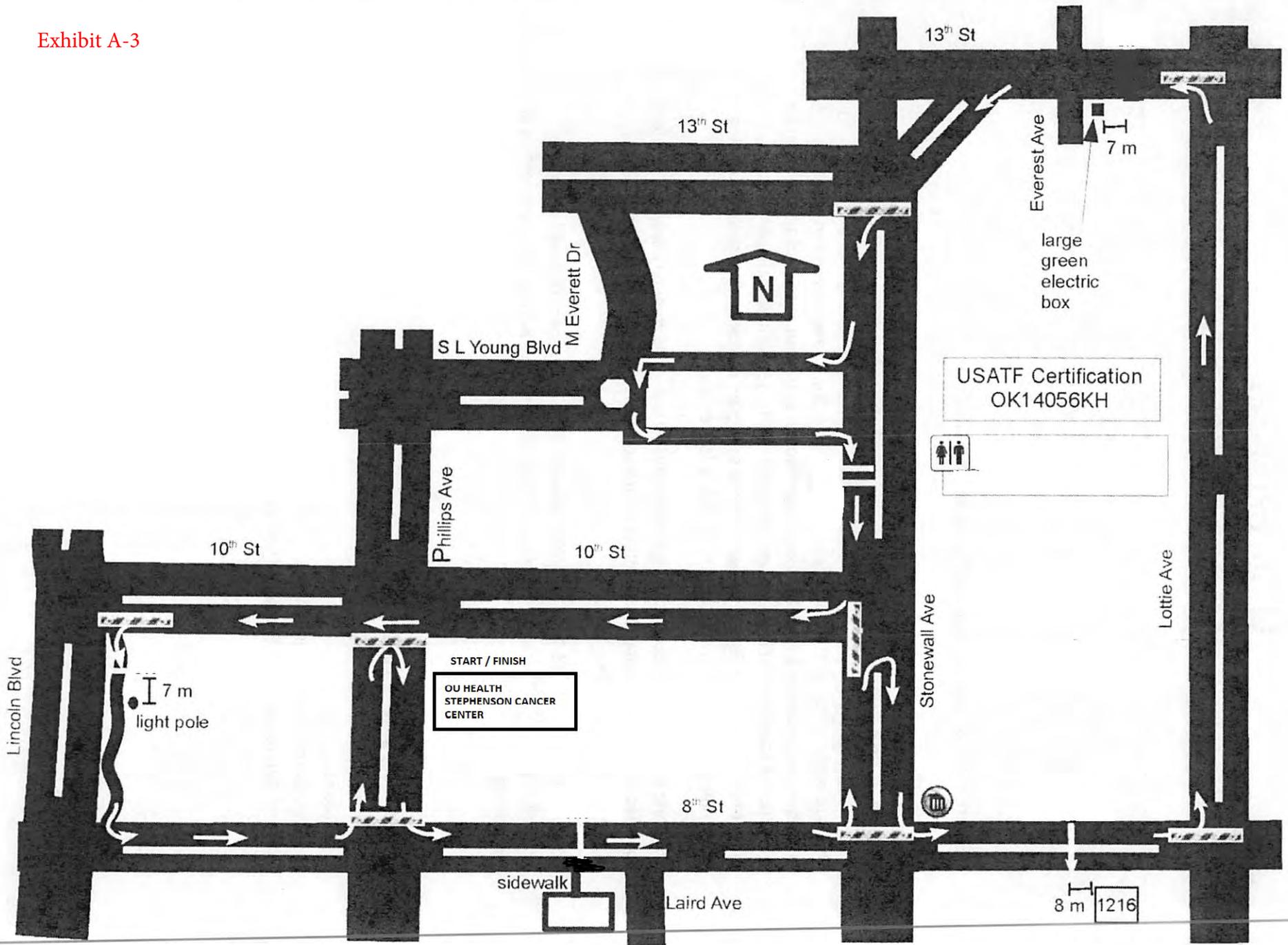


Exhibit B-1



10K/5K RACE ROUTE

- Start:** On 10th Street, East of the Stephenson Cancer Center entrance
- 1K:** On Lottie, South of the traffic light pole on the SW corner of 8th & Lottie
- 2k:** On 8th Street, West of Laird Ave. intersection
- 3k:** On 8th Street, West of Lottie Ave. traffic light
- 4k:** On 13th Street, West of Lottie Ave. traffic light

10K will do 2 laps

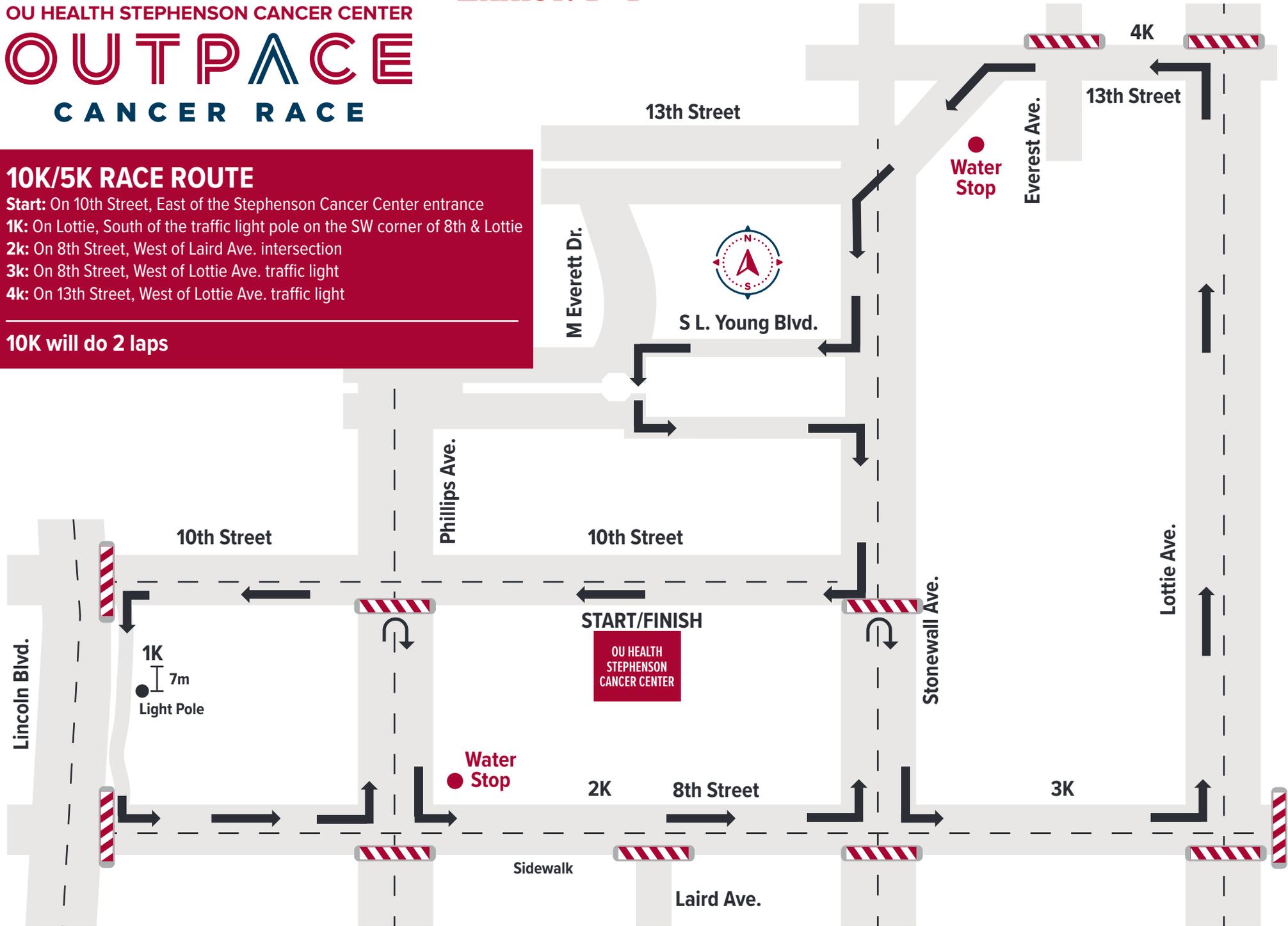


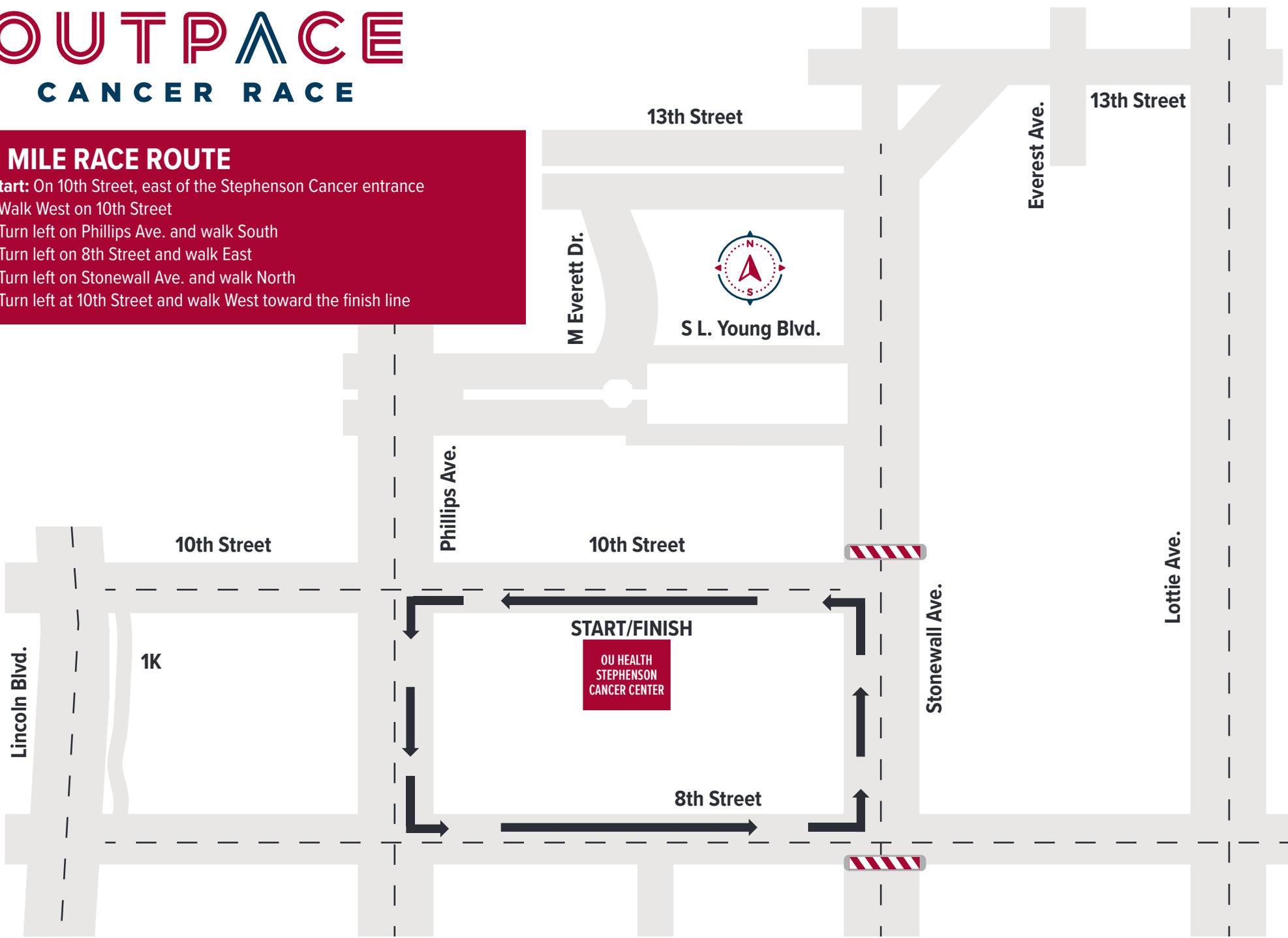
Exhibit B-2

OU HEALTH STEPHENSON CANCER CENTER



1 MILE RACE ROUTE

- Start:** On 10th Street, east of the Stephenson Cancer entrance
- Walk West on 10th Street
 - Turn left on Phillips Ave. and walk South
 - Turn left on 8th Street and walk East
 - Turn left on Stonewall Ave. and walk North
 - Turn left at 10th Street and walk West toward the finish line



Measured by Ken Hardwick: 9/13/2014
ken@kenhardwick.com



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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, Heather Waller

Name

as event coordinator of the OU Health Stephenson Cancer Center Outpace Cancer Race 2024

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** 4.13.24
date(s)

Heather Waller

Signature

2.23.24

Date



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

[Signature]

Notary Public

My commission expires 8/19/2024

Find additional info and forms @ www.okc.gov/specialevents



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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, Heather Walker
Name

as event coordinator of On Health Stephenson Center Outpace
Event Name Cancer Walk 2024

hereby certify that property owners abutting the named event have been notified in writing that the right-of-way will be closed (date(s)) 4-13-24.

Heather Walker 3-4-24
Signature Date

Subscribed and sworn before me this 4th day of March, 2024.

Carrie Vaughn
Notary Public

My commission expires 8/19/26



Ricchi, Heather A (HSC)

From: Ricchi, Heather A (HSC)
Sent: Tuesday, February 20, 2024 10:11 AM
To: Ricchi, Heather A (HSC)
Subject: OU Health Stephenson Cancer Center Outpace Cancer Race 2024
Attachments: Outpace Cancer Race 2024 1-mile map.pdf; Outpace Cancer Race 2024 10k&5k map.pdf

Good Morning,

OU Health Stephenson Cancer Center will be having its 6th annual Outpace Cancer Race on Saturday, April 13th, 2024. This event will be taking place on the OUHSC campus from 7am-11am. I wanted to reach out to let you know that there will be lane closers as well as participants on campus that day. I have attached our race routes to this email.

[Here](#) is the link to register if you are interested in participating or volunteering.

Use the code **OUHSCCAMPUS** for \$10 off your race registration.

Please let me know if you have any questions or need any additional information from me.

Thanks,



Heather Waller

OU HSC Campus Special Events Manager

214.551.2715 | Heather-ricchi@ouhsc.edu

home.oufoundation.org | LeadOnOU.org

THE UNIVERSITY OF OKLAHOMA'S CAMPAIGN FOR THE FUTURE

THE UNIVERSITY OF OKLAHOMA FOUNDATION | 100 W. Timberdell Rd. Norman, OK 73019 | 405.321.1174

The University of Oklahoma Foundation, Inc. is an independent charity that encourages and supports donor giving for the benefit of the University of Oklahoma by receiving and administering gifts for the University

From: [Jackson, Dalton L. \(HSC\)](#)
To: [Ricchi, Heather A \(HSC\)](#)
Cc: [Adams, Richard D. \(HSC\)](#)
Subject: OUHSC PD
Date: Tuesday, January 30, 2024 3:57:33 PM

Heather,

You can notify the City of Oklahoma City that the OUHSC Police Department will be providing Traffic control for your event. We will also be helping with the safety and security of the race participants along the route and at the site of the event. thanks

Capt. Dalton Jackson
OUHSC Police Department
934 NE 8th Street OKC, OK
405-271-6963

ouhsc color





Date: January 2, 2024

RE: Verification of Liability Coverage Continues Until Notified

Verification of Liability Insurance:

This is to confirm that all State of Oklahoma agencies, colleges, and universities and their employees are provided with liability coverage through a self-insurance pool administered by the Office of Management and Enterprise Services' (OMES) State Risk Management under authority of 74 O.S. § 85.58A. Coverage under this program corresponds with the Oklahoma Governmental Tort Claims Act (GTCA) – 51 O.S. § 151, et seq.

The State of Oklahoma enjoys sovereign immunity and waives its immunity only to the extent specified in the GTCA or any other statute if such statute legally raises the limits of liability above those stated in the GTCA.

Coverage under the OMES State Risk Management Program is continuous until otherwise notified. If you have questions or concerns related to the State's liability coverage, contact State Risk Management.

Janet Morrow

Janet Morrow
Administrator, Capital Assets Management and Risk Management
Office of Management and Enterprise Services