



The City of  
**OKLAHOMA CITY**

# SPECIAL EVENT PERMIT

Current date 2/17/2023

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

Event Red Coyote Juneteenth on the East 5K

Expected number of participants 800

Event coordinator(s) Red Coyote Running & Fitness & the With Love Project

Email address + address joseland@redcoyoterunning.com 5720 N Classen OKC, OK 73118

Phone 405-919-9587 Fax NA

Event Start: Day/Date Friday June 16th Time 7:00 pm

Event End: Day/Date Friday June 16th Time 9:00 pm

Setup: Day/Date Friday June 16th Start time 4:00 pm End time 6:00 pm

Teardown: Day/Date Friday June 16th Start time 8:30 pm End time 9:00 pm

Street Closure Times (if applicable)

Closure: Day/Date Friday June 16th Time 5:00 pm

Reopening: Day/Date Friday June 16th Time 9:00 pm

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

The Juneteenth on the East 5K is a free event for the East Side community presented by Red Coyote

Running & Fitness in partnership with the With Love Project Juneteenth on the East Festival weekend.

We are asking for a closure on Rhode Island between NE 21st Street and NE 23rd Street to hold the event.

The event will start on Rhode Island and run a circuit through the local neighborhoods before returning

to the finish. The run celebrates the spirit of the Juneteenth Holiday while raising awareness of health

and wellness for our community.

Is this an annual event? Yes If yes, how many years? 2

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:**

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

Number of tents 5

Size of tent(s) 10x10 pop up

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

**Primary contacts (during event):**

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

Name Burke Beck  
mobile 405-823-3450  
email burke@redcoyoterunning.com

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**Event Coordinator Signature** \_\_\_\_\_

*(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

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**SPECIAL EVENTS OFFICE USE**

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Staff comments

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

Juneteenth on the East 5K  
East Side Pizza House  
1734 NE 23<sup>rd</sup> Street  
Intersection of Rhode Island & 23<sup>rd</sup> Street

Good Afternoon Team,

It's race week and Juneteenth on the East 5K is Friday!  
Thanks to you guys who have checked it to work with us on this event.  
There is a basic arrival schedule, timeline, and assignments list for this event.

2:00 pm

- John Oseland on site to mark course and set sign

3:30 pm

- Jake Bostwick arrives at race site with Red Coyote van.
- Dale Goltart and Xavier Jackson arrive at race site
- Main tents, tables, power, and computers set up for packet pick up

4:45 pm

- Katie Oseland, Jean Hatfield, Kerri Uehline, arrive.

5:00 pm

- Jaime Taylor, Jon & Burke Beck arrive.
- Barricades set and Rhode Island closed between 23<sup>rd</sup> and 21<sup>st</sup>.
- On site packet pick up opens
- Start / finish line and timing equipment set up.

6:00 pm

- Kate Hollingsworth, Heather Puckett, Wahoo Helpers (Christy, Meredith, Jon, Daughter) arrive

6:30 pm

- Water stop team departs for location and preparation
- Police arrive on site for checks and deployment meeting

6:45 pm

- Runners staged and Jabee Williams for welcome remarks

7:00 pm

- Race starts

7:15 pm

- Result stations set
- Finisher medals and water staged
- Extra registration volunteers move to hand out finisher medals
- First finisher possible.

7:30 pm

- Jake and Jaime begin packing up all nonessential items

8:00 pm

- Dale drives sag and picks up tape, signs, and water stop supplies behind last runner
- Last runner finishes and load up begins

8:30 pm

- Road reopened to traffic as soon as load out is complete
- Team photo, Production team gift cards

9:00 pm

- Finished, packed up, and rolling out.



EXHIBITS A-1, B-1 & C





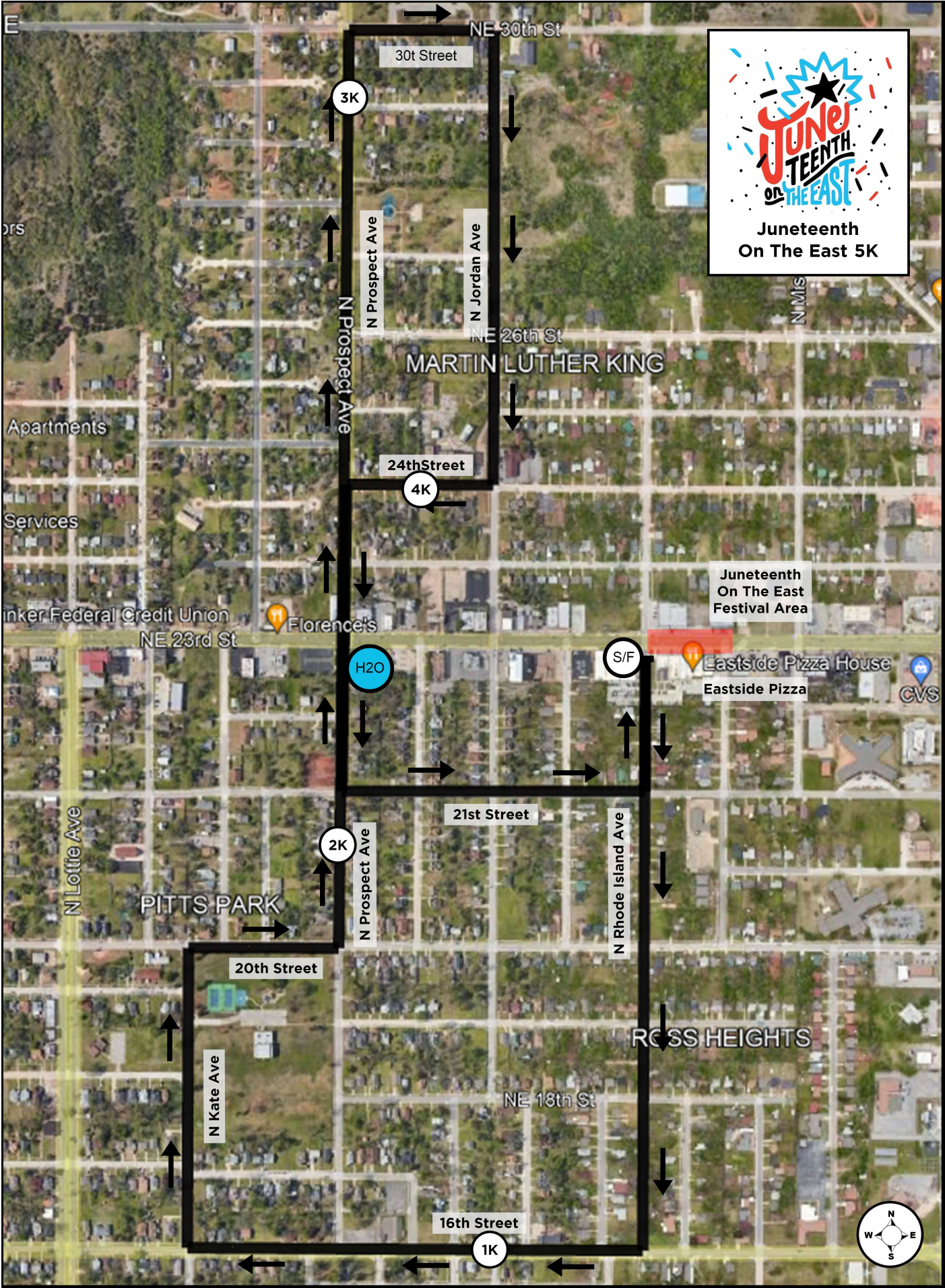
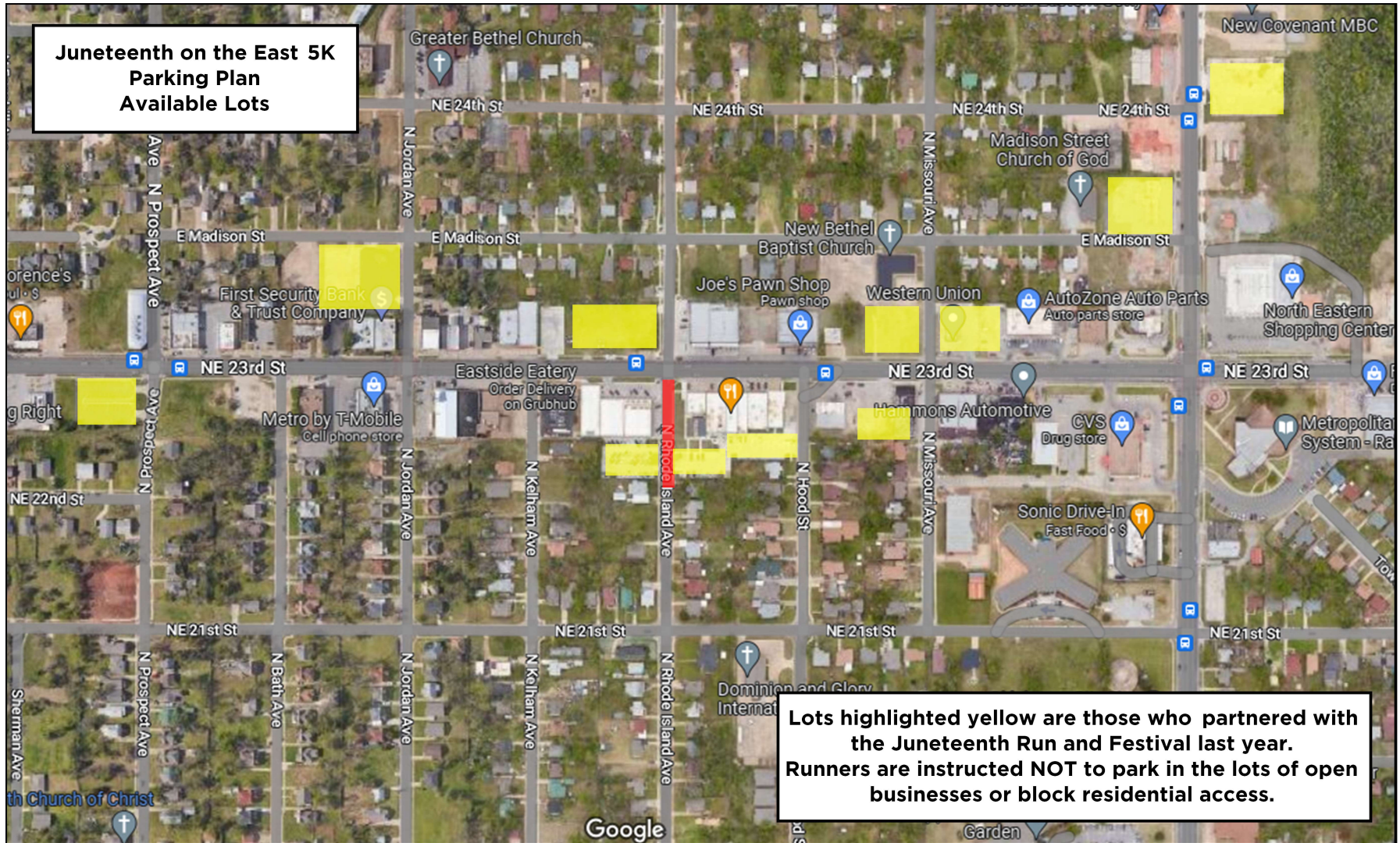




EXHIBIT A-3



## Red Coyote Event Emergency Procedures Plan

Event: Red Coyote Juneteenth on the East 5K

Date: 6/16/2023

### On Site Contact

Race Director – John Oseland 405-919-9587

[joseland@redcoyoterunning.com](mailto:joseland@redcoyoterunning.com)

Each event will have a contact sheet of all event production staff phone numbers.

Red Coyote works directly with OKC Police Department Special events to coordinate the needed officer coverage for traffic and public safety.

Red Coyote will staff One Water Stop / Aid Stations on the course for participant hydration and in race support. Minor first aid is available as well as communication services to event staff.

Transportation services are for those unable to complete the run are available via our SAG personnel following last runners in the event.

Medical Tent and Support personnel are available at the start finish line

Accidents or medical emergencies - Staff will call 911 and Race Director immediately. Team members will stay with participant while another acts as contact for medical personnel. Depending on circumstances, other logistics and team members will be involved to support or transport athlete back to start finish. Any 911 response will be handled by EMSA.

Weather – Red Coyote reserves the right to postpone or cancel events due to unforeseen weather circumstances. We will hold or suspend running events for 30 minutes in case of lightning strikes within a ten mile radius. A decision will be made at that time whether to continue or postpone the event.

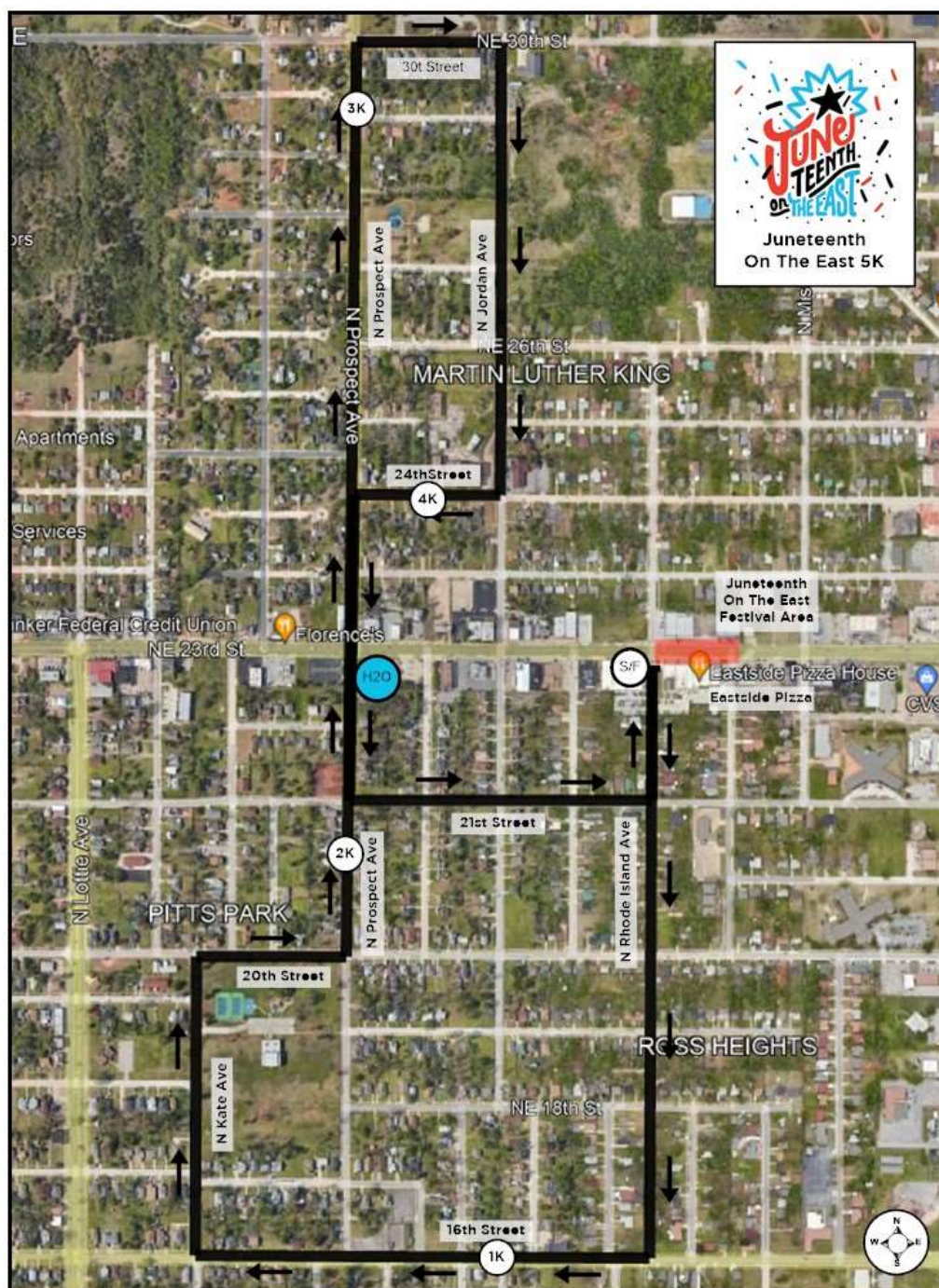
Lost or missing person – All Red Coyote event production staff can assist. Contact race director immediately. Announcements will be made on the public address system. Message will be relayed to course support team with number and description. When subject of search is found, please notify all event staff for closure.

Final runners and course closure. Red Coyote course support staff will monitor participant traffic and sweep course or follow final participants to ensure all athletes finished and off the course.





Juneteenth on the East and Red Coyote Running & Fitness will host a free community 5K Run / Walk on Friday evening June 16th at 7:00 pm as part of the weekend festival events. There will be a road closure on Rhode Island from 23rd Street south to 21st Street starting at 5:30 pm to 8:30 pm to stage and conduct the event. Other streets on the course will be affected by the moving procession for about an hour and a half from the 7:00 pm run start to approximately 8:30. Additional information is available at <https://runsignup.com/Race/OK/OklahomaCity/JuneteenthOnTheEast5K>. Thanks for your patience and support, we invite you to join us for the fun!







The City of  
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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, JOHN CSEBAND

Name

as event coordinator of the

JUNETRENTY ON THE EAST 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 JUNE 16/17 2023  
date(s)

[Signature] 4/3/23  
Signature Date

Subscribed and sworn before me this

3rd

day of

March, 2023



My commission expires

01-25-27

[Signature]  
Notary Public

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



The City of  
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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, JOHN OSBLAND  
Name

as event coordinator of JUNTEENTH ON THE EAST SK  
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)) JUNE 16TH 2023.

[Signature] 4/3/23  
Signature Date

Subscribed and sworn before me this 3 day of April, 2023

My commission expires 01-25-27







## Page 1

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

# STREET CLOSURE PETITION

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

Event Name June 16th on the East  
Event Date(s) June 16<sup>th</sup> - 18<sup>th</sup> Event Time(s) \_\_\_\_\_  
Event Contact Name Sunni Taylor, Krista Rice, Jabea Williams

[illegible]







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/21/2023

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 12730 Coldwater Road, Suite 103  Fort Wayne IN 46845	<b>CONTACT NAME:</b> Ashley Rayn <b>PHONE (A/C, No, Ext):</b> (765) 382-3034 <b>E-MAIL ADDRESS:</b> arayn@insmgt.com <b>FAX (A/C, No):</b> (765) 382-3034
<b>INSURED</b> Road Runners Club of America/2023 and Its Member Clubs  1501 Langston Boulevard, Suite 140 Arlington VA 22209	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> National Casualty Company <b>INSURER B:</b> Nationwide Life Insurance Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 11991 66869

**COVERAGES****CERTIFICATE NUMBER:** 2023 \$2M A.I.**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			KRO0000009333000	12/31/2022	12/31/2023	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			KRO0000009333000	12/31/2022	12/31/2023	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	Exces Medical & Accident \$250 Deductible/Claim)			BAX0000031991400	12/31/2022	12/31/2023	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): 06/16/23 Red Coyote Juneteenth on the East 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**06/16/23 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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