



The City of
OKLAHOMA CITY

SPECIAL EVENT PERMIT

Current date 6/15/2022

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

Event Walk to End Alzheimer's - Oklahoma City

Expected number of participants 6,000+

Event coordinator(s) Jessica Hogner

Email address + address jnhogner@alz.org

Phone 405.279.9068 Fax _____

Event Start: Day/Date October 22, 2022 Time 8:30 am

Event End: Day/Date October 22, 2022 Time 12:00 pm

Setup: Day/Date October 22, 2022 Start time 6:00 am End time 8:30 am

Teardown: Day/Date October 22, 2022 Start time 1:30 End time 12:00 pm

Street Closure Times (if applicable)

Closure: Day/Date October 22, 2022 Time ~~8:00 am~~ 10AM

Reopening: Day/Date October 22, 2022 Time ~~12:00 pm~~ 11:30AM

1

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

The Walk to End Alzheimer's will take place in Oklahoma City on Saturday, October

22, 2022 and is an all age event. All pre-event activities will take place at Scissortail

Park. We will have audio/video equipment at the staging area and tables for event

sponsors/partners. There will be a 2-mile walk route starting at Scissortail Park,

headed north into the downtown area. We will have a short route that stays within

Scissortail Park itself.

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

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 checked="" type="checkbox"/> Block party | <input checked="" type="checkbox"/> Street closure | <input checked="" type="checkbox"/> Assembly event
(First Amendment) |
| <input type="checkbox"/> Beverage sales | <input 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 checked="" type="checkbox"/> Live entertainment | <input type="checkbox"/> Athletic event |
| <input checked="" type="checkbox"/> Street activities | <input type="checkbox"/> Electrical wiring/generator(s) | <input type="checkbox"/> Filming |

Number of tents 20+Size of tent(s) 10x10 (20+), 20x20 (1)Please note: the application deadline for ABLE (alcohol) licenses is 60 days prior to the event.**Primary contacts (during event):**

Name <u>Jessica Hogner</u>	Name _____
mobile <u>8287363771</u>	mobile _____
email <u>jnhogner@alz.org</u>	email _____

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Event Coordinator SignatureJessica Hogner

(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

Special Events Office Approval _____



The City of
OKLAHOMA CITY

SPECIAL EVENTS

EVENT SCHEDULE

EVENT NAME - Walk to End Alzheimer's - Oklahoma City

ORGANIZER - Jessica Hogner

CONTACT(S): Jessica Hogner- 828.736.3771(c) 405.279.9068 (o)

Date	Time	Description
10/22/22	6:00am	Vendor set-up begins- AV, Tents, tables, portable bathrooms
10/22/22	6:00am	Walk staff, committee and volunteers begin set-up.
10/22/22	8:30am	Scissortail Park stage and great lawn set and registration opens.
10/22/22	10:00am	Ceremomy begins.
10/22/22	10:30am	Walk begins.
10/22/22	11:30-12pm	Event concludes and tear down begins.

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

Devon

Oklahoma City Blvd.

Exhibits A-1 & C

Omni

CAFE

BOULEVARD GARDENS

WOODLAND GARDENS

STAGE

Video

GREAT LAWN

Porta Johns

S Robinson Ave.

Start/Finish Line

Volunteer Check-in (20X20 tent): 4 tables, 8 chairs, 4-6 volunteers
Registration (4 stations): 1 tables, 2 chairs, 2 volunteers in tent and 4-6 volunteers in area around tent
Champions Club: 2 tables, 4 chairs, 4-6 volunteers
Promise Garden: 6 tables, 4 chairs, 15-20 volunteers
Sponsor Check-in: no tables or chairs, 20-30 volunteers
Nurse Tent/EMSA: 2 tables, 4 chairs
Team Photo: 1 table, 2 chairs, 2-4 volunteers
Memory Garden: 1 table, 2 chairs, 2-4 volunteers

ALZ TENTS (10x10 tents)

2-4 Volunteers at each tent as needed

9. Support Group info: 2 tables, 4 chairs

10. Programs info: 2 tables, 4 chairs

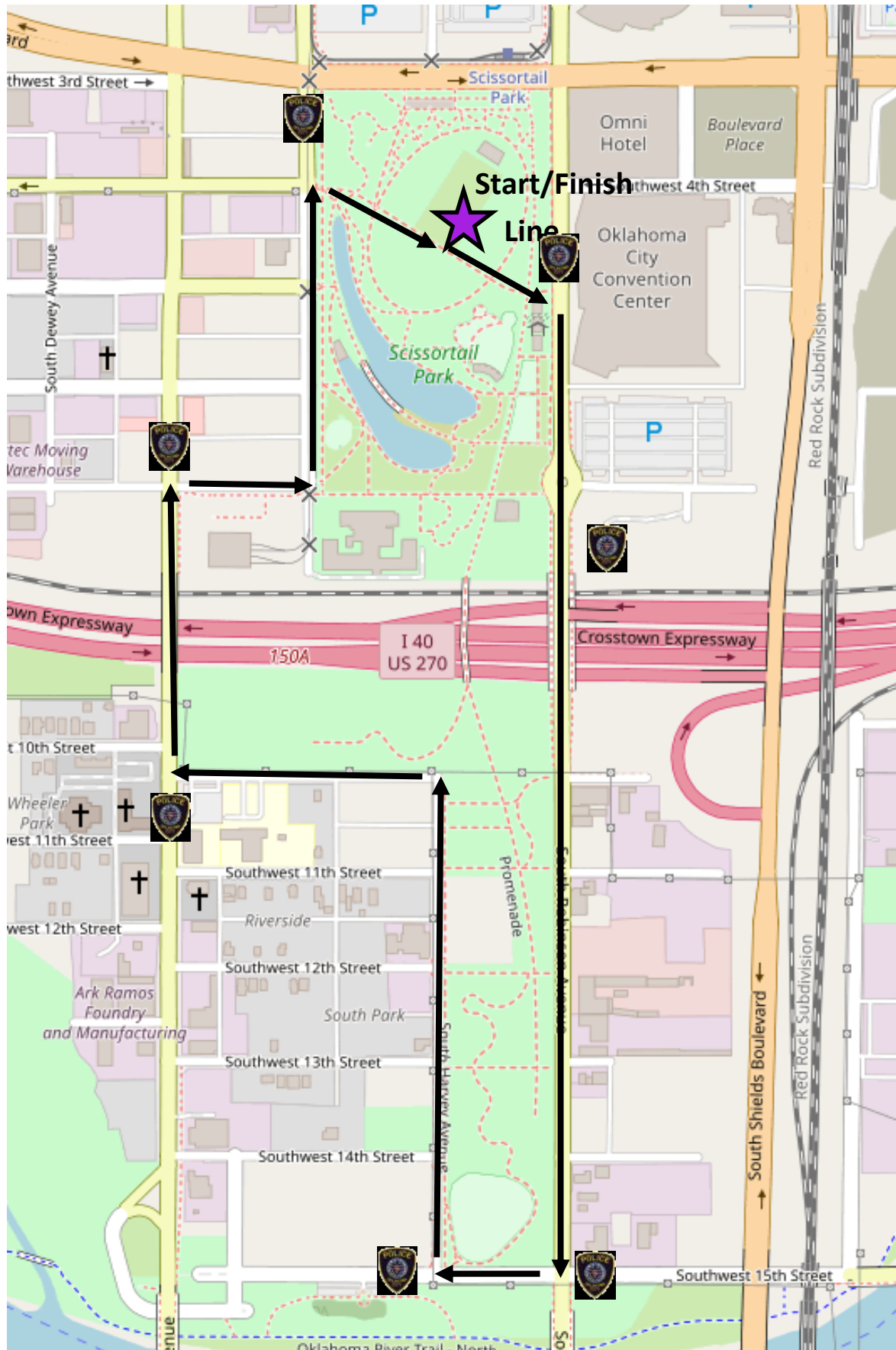
Total: 39 tables/ 68 chairs
(updated 8/11/2021)

Edward Jones:
2 tables/ 4 chairs
All others:
1 table/ 2 chairs

Sponsor & National Teams

1. Edward Jones (NatTeam)
2. Brookdale (NatTeam)
4. Visiting Angels (NatTeam)
5. Encompass Health (NatTeam)
6. Comfort Keepers (NatTeam)
7. Santa Market (Sponsor)
8. Niagara (Sponsor)
9. BancFirst (Sponsor)
10. Epworth Villa (Sponsor)
11. Stonecloud Brewing (Sponsor)
12. Schraad & Associates (Sponsor)
13. Oklahoma Palliative & Hospice Care (Sponsor)
14. Wickshire Senior Living (Sponsor)
15. Belfair of Shawnee (Sponsor)
16. Concordia Life Care Comm (Sponsor)

Walk to End Alzheimer's
Oklahoma City
Scissortail Park
Regular Route—2.066 miles



Walk to End Alzheimer's
Oklahoma City
Scissortail Park
Short Route— .658 miles



Waste, Electricity and Water

We will plan to use trash bins around the park as well as construct cardboard trash cans and place them around our 2-mile route. We will have volunteers bring the cardboard trash cans back to the Scissortail Park for final disposal. We will also have porta potty units located on the east side of Scissortail Park, along Robinson Ave. We plan to have 8 units with 2 handicap accessible units.

We are using electrical outlets throughout Scissortail Park.

Water will be available throughout the grounds of Scissortail Park at designated areas as well as along route, placed throughout street corners.

Crisis Action & Communication Plan

The purpose of this crisis plan is to facilitate swift and effective action and communication among the Alzheimer's Association and its key audiences in the event of a crisis. A crisis is defined as anything that can possibly cause physical harm to any of our constituents or to the Alzheimer's Association's image or reputation.

Staff & Volunteer Guidelines:

1. In the event of a medical emergency or life-threatening situation, call 911. And immediately notify a Lead Team member.
2. In a non-emergency situation OR after STEP 1 in an emergency, find a member of the Lead Team, who will be wearing **ORANGE REFLECT VESTS**.
3. Do not speak to ANYONE about the incident, including media, other volunteers, participants, and even staff members, unless you have been instructed to do so by a Lead Team member.

Lead Team:

- **Carl Stickler**, Logistics Committee Chair 405.850.7948
- **Jessica Hogner**, Walk Manager 828.736.3771
- **Meggie Gaskins**, Dir. of Communications 314.330.3375
- **Sandi Pellow**, Executive Director 918.697.9177

Processes and Protocols for Lead Team members:

In the event of a medical emergency or life-threatening situation, call EMSA.

In a non-emergency situation, or after calling EMSA, make two calls in the following order:

1. Meggie Gaskins, Dir. of Communications
2. Sandi Pellow, Executive Director

They will make all other contacts as necessary.

If a gathering of the Lead Team is required, the Volunteer Check-In area is our command center.

If the crisis requires a spokesperson, Meggie Gaskins will field live media responses and other inquiries. Sandi Pellow will designate an Association staff person to head back to the office to field all calls and messages and update the National Office.

Additional Contact Information:

OKCPD- Sgt. Johnson/ Lt. George 405.297.1144

EMSA/First Aid- Holly Jones 405.297.7117

Factor 110- Michaela Wright 405.604.0041

Action Safety- Courtlan Harris 405.787.2244 or
405.760.1680

A Royal Flush- James 405.761.6870 or
405.422.2077



PUBLIC STREET CLOSURE NOTICE

The Alzheimer's Association is temporarily closing streets in your area from 10:00 a.m. through 11:30 a.m. on Saturday, October 22, 2022 for our annual Walk to End Alzheimer's, to be held at Scissortail Park and through neighborhoods abutting.

The Alzheimer's Association and the Oklahoma City Police Department will make every effort to limit the full closure of any streets and keep the time frame to a minimum. No sidewalk will be closed. Certain streets on the included map will have blockades or police officers who can allow needed traffic through and clients/residents will continue to have access in a limited capacity.

As applicant for the street closure, the Alzheimer's Association Oklahoma Chapter certifies that the affected property occupants will be notified of the closure, any required signage will be installed, and that approval by the Fire Department and the Police Department will be secured.

A handwritten signature in black ink that reads "Sandi Pellow". The signature is written in a cursive, flowing style.

Sandi Pellow, Executive Director
Alzheimer's Association Oklahoma Chapter

Enclosures



The City of
OKLAHOMA CITY

SPECIAL EVENTS

AFFIDAVIT OF WRITTEN NOTICE TO PROPERTIES ABUTTING EVENT

AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, Jessica Hogner
Name

as event coordinator of The Walk to End Alzheimer's
Event Name

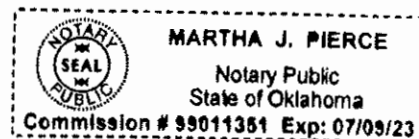
hereby certify that property owners abutting the named event have been notified in writing that the right-of-way will be closed (date(s)) Saturday, Oct. 22, 2022

Jessica Hogner 9/13/2022
Signature Date

Subscribed and sworn before me this 13th day of September, 2022

Martha J. Pierce
Notary Public

My commission expires 7-9-2023





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/11/2022

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 Lamb, Little & Co/Inszone Insurance Services 1101 Perimeter Drive, Suite 500 Schaumburg IL 60173	CONTACT NAME: Sandy Crespin	
	PHONE (A/C, No, Ext): 847-719-7877	FAX (A/C, No): 847-398-7077
	E-MAIL ADDRESS: screspin@inszoneins.com	
INSURED Alzheimer's Disease & Related Disorders Association, Inc. 225 N. Michigan Ave Ste 1700 Chicago IL 60601	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Insurance Company	
	INSURER B: Twin City Fire Insurance Co	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 308885320

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"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Sex Abuse/Molest <input checked="" type="checkbox"/> Soc Serv Prof GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	PHPK2389542	3/11/2022	3/11/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" 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			PHPK2389542	3/11/2022	3/11/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UM/UIM \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB806485	3/11/2022	3/11/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	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 N	N/A	83WEBU6934	3/11/2022	3/11/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	D&O, EPLI PROFESSIONAL LIABILITY			PHSD1699565 PHPK2389542	3/11/2022 3/11/2022	3/11/2023 3/11/2023	D&O \$50/EPLI \$50K RET OCC 1,000,000/AGGR 10,000,000 3,000,000

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

Oklahoma Chapter

RE: Oklahoma City Walk to End Alzheimer's Event held October 22, 2022 at Scissortail Park, OKC, OK

City of Oklahoma City is Additional Insured for operations conducted by the insured. Subject to policy terms and conditions.

**Bounce Houses and other rebounding devices are excluded from any liability coverage on this policy.

CERTIFICATE HOLDER**CANCELLATION**City of Oklahoma City
200 North Walker Ave
Oklahoma City OK 73116

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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