



Current date 10/25/2022

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

Event Saints Santa Run

Expected number of participants 400-500

Event coordinator(s) Holly Hoyler, Downtown OKC Partnership

Email address + address holly@downtownokc.com, 211 N Robinson Ave., Ste 225

Phone 409-960-4955 Fax N/A

Event Start: Day/Date Saturday, December 3, 2022 Time 8am

Event End: Day/Date Saturday, December 3, 2022 Time 11am

Setup: Day/Date Dec. 3 Start time 6am End time 8am

Teardown: Day/Date Dec. 3 Start time 10:30am End time 11:30am

Street Closure Times (if applicable)

Closure: Day/Date N/A Time

Reopening: Day/Date Time

1

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

The annual Saints Santa Run (formerly SandRidge Santa Run) includes a 5K Run/Walk race, 1-Mile Fun Run/Walk, 50 Yard Kids' Dash, and costume contest. 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 is located in the drive of SSM Health's east entrance and requires no hard road closures. A rolling closure will happen for the run from 9am-10:30am. Bathrooms are located inside of SSM Health. There will be one food truck.

Is this an annual event? Yes If yes, how many years? 18

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

- None [checked] 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:

- | | | |
|--|--|---|
| <input type="checkbox"/> Block party | <input type="checkbox"/> Street closure | <input type="checkbox"/> Assembly event
<small>(First Amendment)</small> |
| <input checked="" type="checkbox"/> Beverage sales | <input type="checkbox"/> Procession | <input 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 checked="" 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

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

Primary contacts (during event):

Name <u>Holly Hoyler</u>	Name <u>Phi Nguyen</u>
mobile <u>409-960-4955</u>	mobile <u>405-209-0687</u>
email <u>holly@downtownokc.com</u>	email <u>phi@downtownokc.com</u>

2

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

SPECIAL EVENTS OFFICE USE

Staff comments

Special Events Office Approval _____

D O W N
T O W N
→ O K C

Event Schedule

Saturday, December 3

6:00am Factor 110 sets up rentals in parking lot
Alpha-Lit arrives to set up marquee letters

6:30am DOKC staff arrives
Green Team arrives to set up trash cans
EnMotive arrives to set up

7:00am All vendors arrive to set up
Milk & cookies bar gets set up
Water stop gets set up
OKCPD arrives

7:30am Registration and packet pick up tables ready
Volunteers arrive

7:45am All staff and vendors in place

8:00am Event begins

8:40am Kids start lining up for Kids' Dash

8:45am Kids' Dash starts
Registration closes

9:00am 1-Mile Fun Run starts
Volunteers arrive to water stop

9:30am 5k Race starts

9:50am Medal table prepared

10:15am Race results/awards by race announcer

10:30am Costume contest
Pick up water stop supplies
Rolling closure ends
All programming ends

11:00am Event ends
Clean up and take supplies to office (All Staff)
Green Team strikes
Factor 110 strikes
EnMotive strikes

Saints Santa Run 2022 Event Layout

Exhibit A-1 & C



Key

-  Barricade
-  Traffic Cones
-  Patio Heater
-  Bistro Table w/ Spandex Linen
-  Trash Can
-  Photo Op
-  EMSA First Aid
-  10x10' White Tent
-  8ft Table w/ Spandex Linen
-  4ft Wooden Bench
-  Programming
-  White Folding Chair

Water Stop

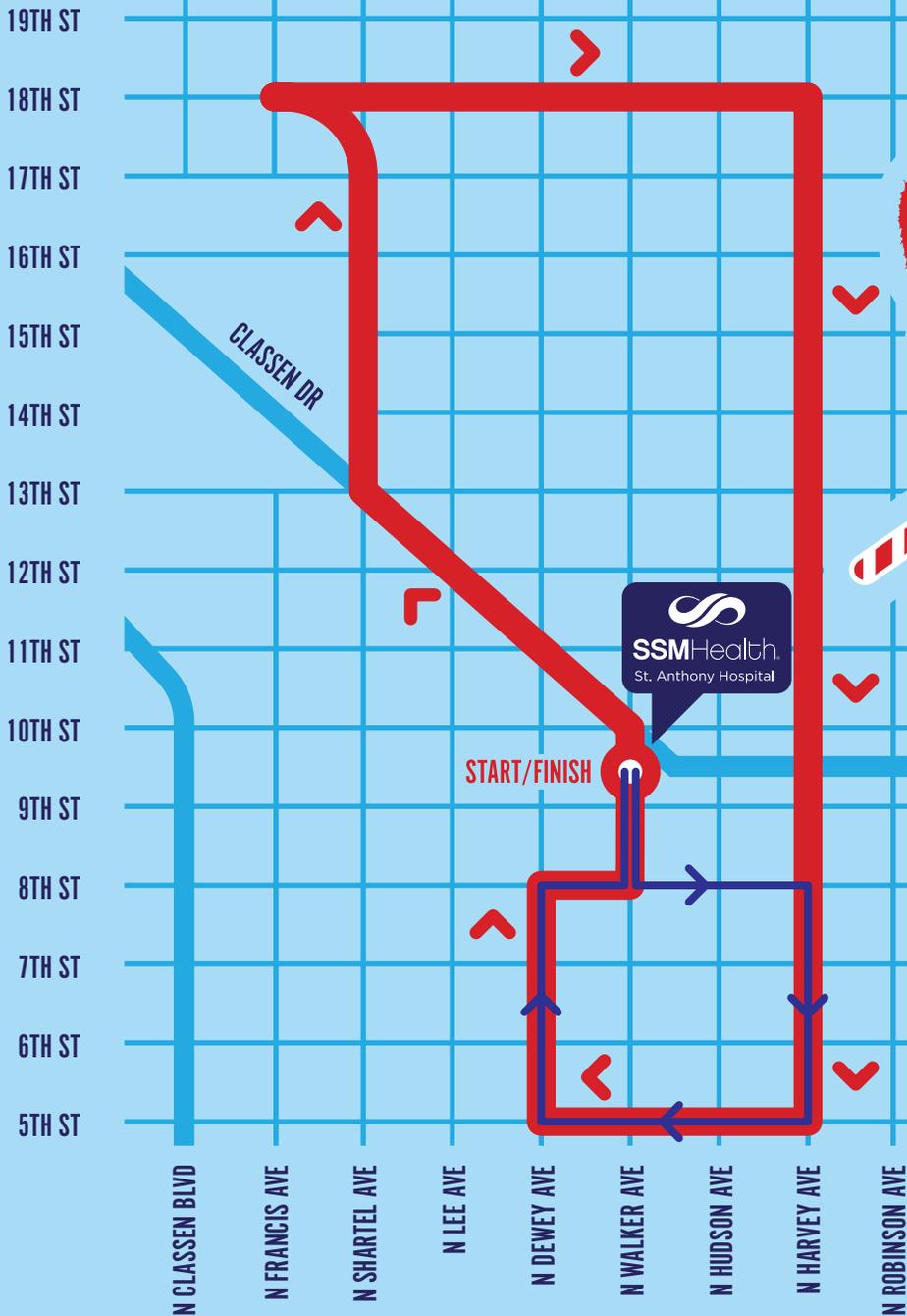


SSM Health St. Anthony Campus
1000 N Lee Ave. - Midtown

St. Luke's United Methodist Church
NW 15th Street & Harvey Avenue

SAINTS SANTA RUN 2022

Exhibit A-2 & B-1



5K RUN
1 MILE FUN RUN

#SAINTSSANTARUN

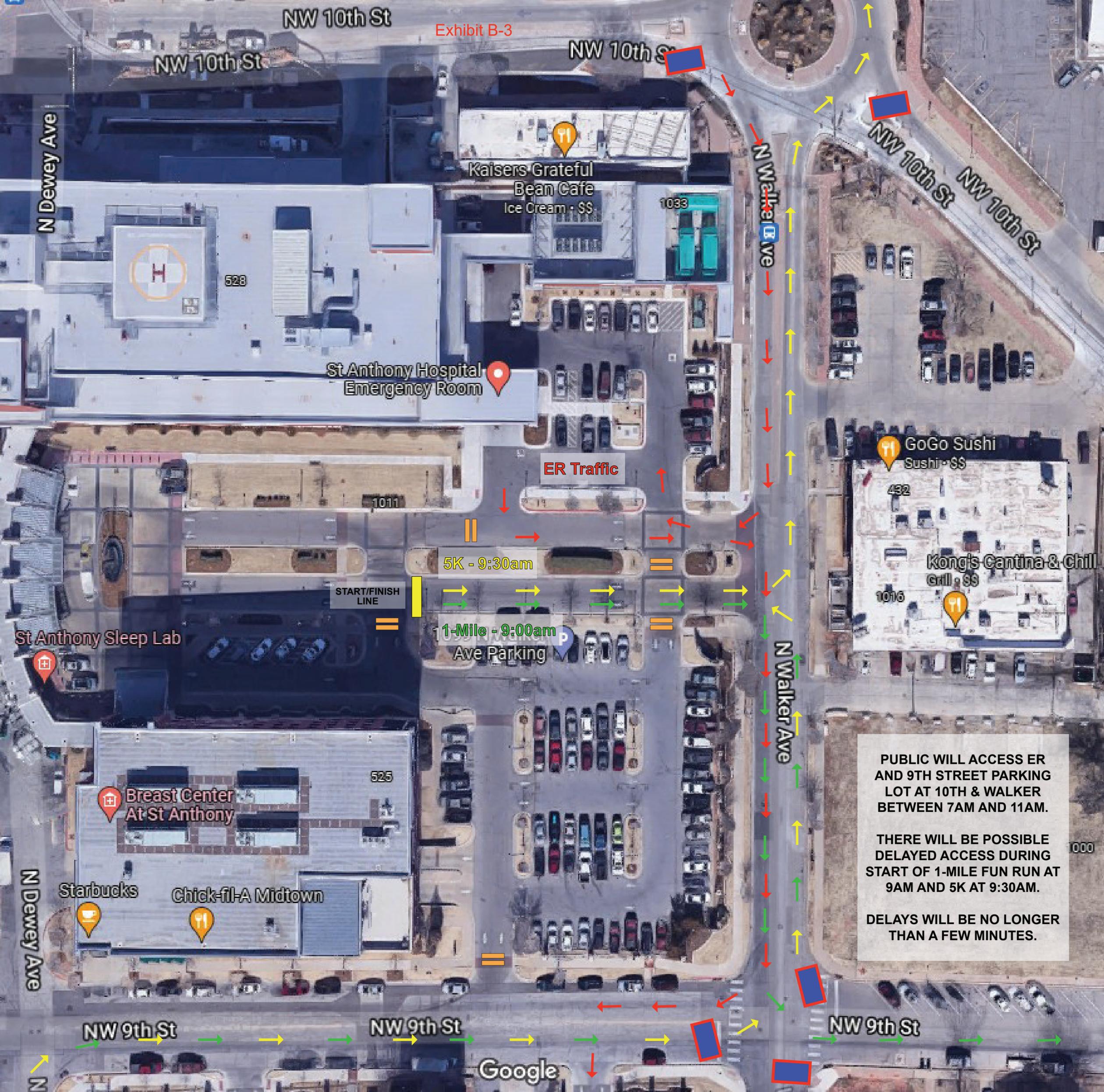
Exhibit B-2

Temporary Road & Parking Closures • Saturday, Dec. 4 Entry to ER remains open on Walker Ave.

Saints Santa Run

 Race Route





START/FINISH LINE

5K - 9:30am

1-Mile - 9:00am
Ave Parking

ER Traffic

PUBLIC WILL ACCESS ER AND 9TH STREET PARKING LOT AT 10TH & WALKER BETWEEN 7AM AND 11AM.

THERE WILL BE POSSIBLE DELAYED ACCESS DURING START OF 1-MILE FUN RUN AT 9AM AND 5K AT 9:30AM.

DELAYS WILL BE NO LONGER THAN A FEW MINUTES.

NW 10th St

N Dewey Ave

Kaisers Grateful Bean Cafe
Ice Cream - \$\$

1033

St Anthony Hospital
Emergency Room

1011

ER Traffic

5K - 9:30am

START/FINISH LINE

1-Mile - 9:00am
Ave Parking

1039

St Anthony Sleep Lab

Breast Center At St Anthony

525

Starbucks

Chick-fil-A Midtown

N Walker Ave

GoGo Sushi
Sushi - \$\$

492

Kong's Cantina & Grill
Grill - \$\$

1016

NW 9th St

NW 9th St

Google

D O W N
T O W N
→ O K C



Saints Santa Run – City Services Packet

Details

Event: Saints Santa Run

Date: Saturday, December 3

Start Time: 8:00am

End Time: 11:00am

Street Closure Time: Rolling from 8:00am – 10:30am

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 3rd, 2022.

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, 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 400-500 participants.



On-Site Contacts

Holly Hoyler
Development & Events Manager
Downtown OKC Partnership
409.960.4955

Phi Nguyen
Chief Operating Officer
Downtown OKC Partnership
405.209.0687

D O W N
T O W N
→ O K C

Event Site Plans

See above map.

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.

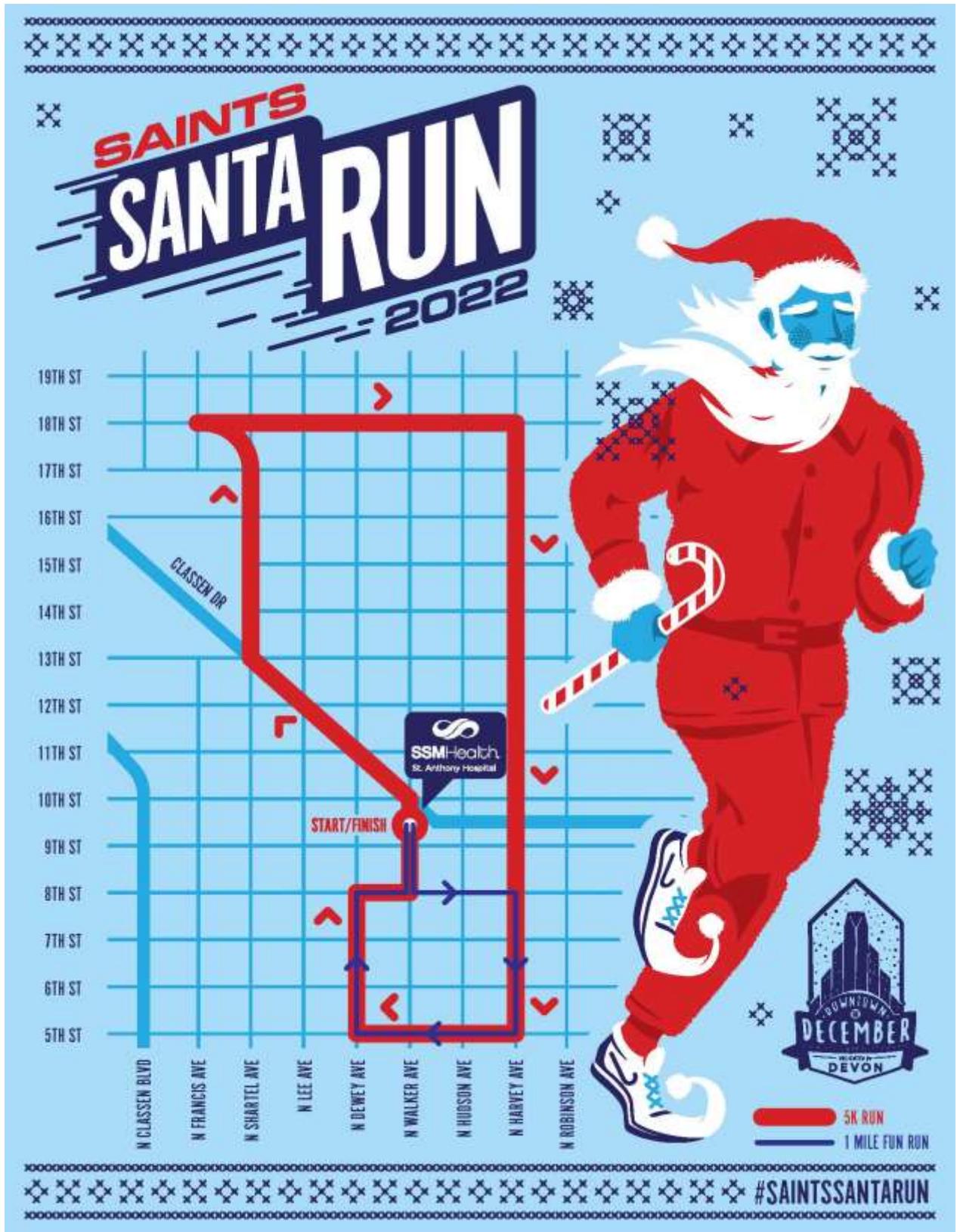
Traffic Control Plan

This event will require a rolling along the race route and will be facilitated by Action Safety and the OKCPD. Runners will be on the roads from 9am to 10:30am. Additional measures have been taken to ensure access to the public ER entrance at SSM Health.



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Race Route



D O W N
T O W N
→ O K C

Safety & Security

Police Support

- The OKCPD will provide a police presence in the area during the event (coordinated 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 2nd 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 Holly Hoyler 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

AFFIDAVIT OF WRITTEN NOTICE TO PROPERTIES ABUTTING EVENT

AFFIDAVIT

STATE OF OKLAHOMA}

COUNTY OF OKLAHOMA}

Know all men by these presents: I, Holly Hoyler
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)) Sat., Dec. 3, 2022.

[Signature]
Signature

11/10/22
Date

Subscribed and sworn before me this 10 day of November, 2022.

[Signature]
Notary Public

My commission expires 04/26/26



From: [Payne, Sandra](#)
To: [Holly Hoyler](#)
Subject: RE: Saints Santa Run 2022 - Property Owner Permission
Date: Monday, October 31, 2022 7:29:08 AM
Attachments: [image003.png](#)

Hi, Holly,

This email confirms that SSM Health St. Anthony Hospital approves for the start and finish of the 2022 Saints Santa Run be held on our campus at 1000 N. Lee Ave. and specifically at our East Entrance on Walker Avenue between 9th and 10th Streets.

Sandra

**Sandra Payne | Regional Director, Marketing & Communications-Oklahoma
SSM Health**

1000 N. Lee Avenue, PO Box 205
Oklahoma City, OK 73101
Phone:405-272-6359
sandra.payne@ssmhealth.com
ssmhealth.com



From: Holly Hoyler <holly@downtownokc.com>
Sent: Tuesday, October 25, 2022 5:11 PM
To: Payne, Sandra <Sandra.Payne@ssmhealth.com>
Subject: Saints Santa Run 2022 - Property Owner Permission
Importance: High

CAUTION: This email originated from outside of the SSM Health organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Questions? Contact the TSC at 314-644-7345 or your local Help Desk.

Hi Sandra,

Could you please send a quick email stating that you approve us to use your property for the Santa Run for the permit? I have attached your email from last year.

Thank you!



Holly Hoyler
Development & Events Manager
Downtown Oklahoma City Partnership
O: 405.526.6914 C: 409.960.4955

holly@downtownokc.com
downtownokc.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/13/2022

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 Unity Insurance Partners 3932 S. Boulevard Edmond, OK 73013	CONTACT NAME: PHONE (A/C, No, Ext): (405) 359-0583	FAX (A/C, No): (405) 359-0595
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Downtown Oklahoma City Inc. 211 N Robinson Ave, Suite 225 Oklahoma City, OK 73102	INSURER A : Philadelphia Insurance Company	
	INSURER B : Philadelphia Indemnity Ins. Co	
	INSURER C : Great American Insurance Group	
	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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		PHPK2412831	5/12/2022	5/12/2023	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 OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2412831	5/12/2022	5/12/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB814183	5/12/2022	5/12/2023	EACH OCCURRENCE \$ 1,000,000
							AGGREGATE \$ 1,000,000
							\$
							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
C	Directors & Officers			EPP3951590	5/12/2022	5/12/2023	Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
In respect of the General Liability policy, the Certificate Holder City of Oklahoma City is named as an Additional Insured as required by written contract. 30 day cancel notice applies.;

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 