



The City of
OKLAHOMA CITY

SPECIAL EVENT PERMIT

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 _____

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

☒

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 type="checkbox"/> Street closure | <input type="checkbox"/> Assembly event
(First Amendment) |
| <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 6Size 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 Holly Hoyler
mobile 409-960-4955
email holly@downtownokc.com

Name Phi Nguyen
mobile 405-209-0687
email phi@downtownokc.com

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

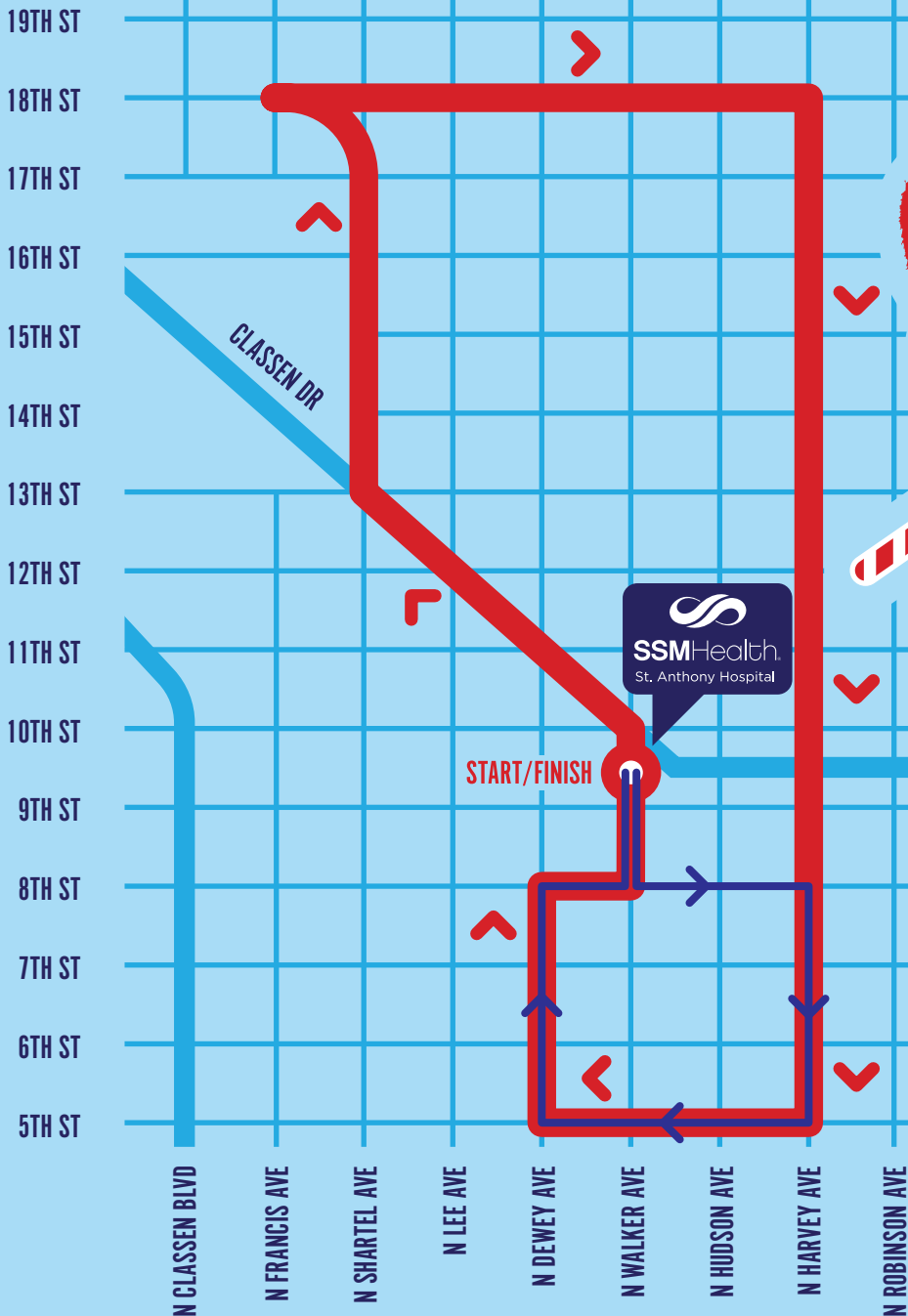


- Key**
- Barricade
 - Traffic Cones
 - Patio Heater
 - Bistro Table w/ Spandex Linen
 - Trash Can
 - Photo Op
 - EMSA First Aid
 - 10x10' White Tent
 - 8ft Table w/ Spandex Linen
 - 4ft Wooden Bench
 - Programming
 - White Folding Chair



SAINTS SANTA RUN 2022

Exhibit A-2 & B-1



5K RUN
1 MILE FUN RUN

#SAINTSSANTARUN

Exhibit B-2

Saints Santa Run

Temporary Road & Parking Closures • Saturday, Dec. 4

Entry to ER remains open on Walker Ave.

 Race Route





Exhibit B-3

NW 10th St

NW 10th St

NW 10th St

NW 10th St

NW 10th St

N Dewey Ave

N Walker Ave

Kaisers Grateful
Bean Cafe
Ice Cream - \$\$

St Anthony Hospital
Emergency Room

ER Traffic

GoGo Sushi
Sushi - \$\$

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

St Anthony Sleep Lab

5K - 9:30am

1-Mile - 9:00am
Ave Parking

START/FINISH
LINE

Breast Center
At St Anthony

Starbucks

Chick-fil-A Midtown

N Dewey Ave

N Walker Ave

NW 9th St

NW 9th St

NW 9th St

Google

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.



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

Event Site Map



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.

Saints Santa Run

 Race Route



Temporary Road & Parking Closures • Saturday, Dec. 3

Entry to ER remains open on Walker Ave.



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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 Hoyer
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



DOWNOKL-01

SALLEN

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: ADDRESS:
INSURER(S) AFFORDING COVERAGE	
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	X COMMERCIAL GENERAL LIABILITY 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
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER:			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	X 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
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>
							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	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p>
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