
TULSA COUNTY

PURCHASING
DEPARTMENT

APPROVED
9/03/19

MEMO

DATE: August 28, 2019
FROM: Matney M. Ellis
Purchasing Director
TO: Board of County Commissioners
SUBJECT: Agreement- Runners World Tulsa



Submitted for your approval and execution is the Agreement between the Board of County Commissioners on behalf of the Tulsa County Parks Department and Runners World Tulsa for the Zombie Outbreak 5k to be held at Chandler Park on September 7, 2019.

MME / arh

ORIGINAL: Michael Willis, County Clerk, for the September 3, 2019 agenda.

CMF# 20190464



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Special Event

I. ALLOWED USE

This Agreement is entered into this day of Sept. 3, 2019, between the Tulsa County Board of County Commissioners (BOCC) and ~~Zombie Outbreak 5k~~ covering an

^Runners World Tulsa ("Zombie Outbreak 5k") NMFIV
8-27-19

event to be held at Chandler Park on the date and time specified in Section VI (c). Tulsa County does not discriminate in the use of its Facilities on the basis of race, creed, sex, or national origins and requires a commitment in writing to the effect from any Patron.

II. RESERVATIONS AND DEPOSITS

- A. A reserved date is not guaranteed until a deposit is received for shelter and or park use and this Agreement is signed and returned by the EVENT COORDINATOR to Tulsa County Parks. All bookings must be cleared for date availability with the respective Park Maintenance Supervisor and Recreational Superintendent prior to signing this Agreement. Rental restrictions may be in effect during Tulsa County-sponsored events.
- B. Tulsa County Parks reserves the right to refuse the use of its Facility/Park to any Patron if Tulsa County Parks, in its sole discretion, believes that such use would jeopardize the Facility/Park. Tulsa County Parks further reserves the right to alter any arrangements in the planning phase or during the Event if the safety or security of the Facility/park or Tulsa County Parks operations is threatened. Reservations may not be approved should the intended use be considered incompatible with the image of Tulsa County Parks in the sole and absolute discretion of Tulsa County Parks.
- C. **There is a \$125 payment for trail usage and \$50.00 for shelter usage, due 3 weeks prior to event date. Total due will be \$225.00.**

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III. INSURANCE

- A. During the term of this agreement, **Zombie Outbreak 5k** shall at its sole expense, maintain in full force and effect, an insurance policy written by an insurance company authorized to do business in the State of Oklahoma, in such form and with such endorsements as shall protect the County against any and all damages, loss claim or expense resulting from the operations of this event.

For said Event, Tulsa County requires the **Zombie Outbreak 5k** to provide a Comprehensive General Liability insurance certificate, which provides evidence of personal liability insurance with limits of the following:

1. Bodily injury, \$100,000.00 per individual any single accidents
 2. Bodily injury, \$1,000,000.00 multiple claimants any single accident
 3. Property damage, \$50,000.00 each accident
- B. The **Zombie Outbreak 5k** will also provide certificate of insurance for product liability from each food concession vendor if applicable in the following amounts:
1. Bodily injury, \$100,000.00 per individual any single accidents
 2. Bodily injury, \$1,000,000.00 multiple claimants any single accident

Said Insurance Certificates must specifically name the **Board of County Commissioners of Tulsa County, Oklahoma** as additional insured there under and until such policies of insurance reflecting such coverage have been submitted to and approved by the Tulsa County, this agreement shall be without force or effect.

IV. SECURITY

- A. **Zombie Outbreak 5k** agree to provide at its sole expense, adequate security for the Event utilizing trained “**CLEET**”, certified officers in coordination through Sheriff’s office representative
- B. Barricades, signage, in addition to will also be directing vehicles and pedestrians in order to prevent damage to park turf areas or any other park amenity.

V. HEALTH ISSUES/PUBLIC SANITATION

Zombie Outbreak 5k will furnish two portable toilets and one (1) Handicapped Accessible, if there are over 500 people.

VI. EVENT LOGISTICS

- A. To ensure proper follow-through and communications, **Zombie Outbreak 5k** must assign one contact person to coordinate the Event with the Tulsa County Parks Special Event Coordinator.
- B. At the time event is scheduled with the Special Events Coordinator, **EVENT COORDINATOR** must:
 1. Supply exact time, estimated number of participants and type of **Zombie Outbreak 5k** event.
 2. Make an appointment for a walk-through within three (3) weeks of the event with **Patricia Motte-Ward**, Representative and Tulsa County Park Special Events Coordinator. At the walk-through, details of the event such as erection of tents, tables, vendors, decorations, displays, music groups, security procedures, set-up and break-down times, etc. will be discussed in as much detail as possible.
- C. In the event that weather causes **Zombie Outbreak 5k** event, preferred locale to be unusable on the day of the event, an alternative location for the event will be decided upon at the discretion of **Charles Wall**. If event set up requires previous day preparation and weather causes problem/delay with preparation, **Charles Wall** has until **4pm, 918-591-6052** to make a decision on whether or not event should be moved to a more feasible location.

Day of **Zombie Outbreak 5k**

DATE: **Sept. 7, 2019**

Zombie Outbreak 5k to begin at: 4:30am

LOCATION: Chandler Park

Location: **Event Area**

Set up time: **4:30am**

Out of Park time: **8:30pm**

County assumes no responsibility or liability whatsoever for performer's person, equipment or clothing (or other persons or property authorized by performer to perform this contract) before, during or after the performance at this location and County is hereby released and discharged from any and all responsibility and liability associated with any such loss, injury or damage.

I have read and agree to comply with the Tulsa County ~~Park and~~ **Zombie Outbreak 5k** or the ~~2019~~ at Chandler Park.

[^]Parks Dept. and the terms and conditions of this Agreement. NMFIV
8-27-19

By: Zombie Outbreak Run-Runners World Date: August 22, 2019
Name: Kathy Bratton * signed Title: Race Director
Address: 3920 S. Peoria Tulsa, OK 74105
Telephone: 918-749-7557 E-mail: runnersworldtulsa@yahoo.com

Tulsa County Board of County Commissioners



Karen Keith, Chairman

9/3/19

Date

ATTEST:



Tulsa County Clerk

APPROVED AS TO FORM:

Nolan M. Fields IV Digitally signed by Nolan M. Fields IV
Date: 2019.08.27 09:24:09 -05'00'

Asst. District Attorney

