

CITY OF CULLMAN

204 2nd Ave NE
Cullman, Alabama 35055

(256) 775-7102
cityhall@cullmanal.gov

P.O. Box 278
Cullman, Alabama 35056

SPECIAL EVENT PERMIT REQUEST FORM

- AGREEMENT -

I(we) the undersigned acknowledge that I(we) have read and understand the current Order of the State Health Officer, Proclamation of the Governor on COVID-19 and ordinances of the City of Cullman and I(we) agree to comply with the restrictions therein, including but not limited to the requirements to maintain a consistent six-foot distance(social distance) between persons from different households, facial coverings, etc., as required. I(we) further agree to communicate and enforce the restrictions to all persons who attend the event.

I(we) agree to limit the participants to the event in accordance with State and City guidelines, so as to comply with any COVID-19 or other orders of the State and City.

I (we) agree to provide the City of Cullman with a written plan of action describing the measures that will be used to ensure compliance with the current Order of the State Health Officer. I(we) understand that the City of Cullman recommends researching the current local Covid-19 conditions when making a decision to postpone a special event. The City or State has the right to cancel, postpone, or make such limitations on the event as necessary to comply with the then current State Health Officer's order and shall not be liable for any of the undersigned's loss, damage, or inconvenience due to such action.

The City of Cullman is not obligated to or responsible for any infectious complications that may occur due to my special event and the undersigned takes full liability, if any, for any such complications and indemnifies and holds the City of Cullman, its officials, agents, employees, and contractors harmless from any liability whatsoever, concerning the special event. It is the intent of the undersigned to provide an event which guards against COVID-19 spread, protecting the public health and human life.

Signature, as Individual

Signature, as Individual

Printed Name

Printed Name

Title/Position, as Individual

Title/Position, as Individual

Date

Date

-THIS AGREEMENT MUST BE SIGNED BEFORE THE APPLICATION CAN BE PROCESSED.-

CITY OF CULLMAN

204 2nd Ave NE
Cullman, Alabama 35055

(256) 775-7102
cityhall@cullmanal.gov

P.O. Box 278
Cullman, Alabama 35056

SPECIAL EVENT PERMIT REQUEST FORM

SECTION 1 | GENERAL INFORMATION

DATE OF REQUEST: _____

REQUESTING ORGANIZATION/BUSINESS:

CONTACT PERSON:

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

TYPE OF EVENT:

- 5K/10K Run | Walk | Race | Ride for Raising Funds or Awareness
- Festival Concert
- Block Party Protest/Picket
- Rally/Assemblage Film/Photo Session
- Other _____

IS THIS A 501(c)(3) CHARITY EVENT?

- NO
- YES (Enter 501(c)(3) number below.)
- _____

- FOR ADMINISTRATIVE USE ONLY -

DATE RECEIVED IN OFFICE: _____

MAYOR'S OFFICE INITIAL REVIEW

Approved Conditionally Approved Denied

COMMENTS/CONCERNS: _____

MAYOR

DATE

POLICE DEPARTMENT'S INITIAL REVIEW

Approved Conditionally Approved Denied

COMMENTS/CONCERNS: _____

POLICE CHIEF OR DESIGNEE

DATE

FIRE RESCUE'S INITIAL REVIEW

Approved Conditionally Approved Denied

COMMENTS/CONCERNS: _____

FIRE CHIEF OR DESIGNEE

DATE

CPRST INITIAL REVIEW

Approved Conditionally Approved Denied

COMMENTS/CONCERNS: _____

CPRST DIRECTOR OR DESIGNEE

DATE

CITY OF CULLMAN

204 2nd Ave NE
Cullman, Alabama 35055

(256) 775-7102
cityhall@cullmanal.gov

P.O. Box 278
Cullman, Alabama 35056

SECTION 2 | DETAILED EVENT INFORMATION

DATE(S) OF EVENT: _____ TIME(S) OF EVENT: _____

DETAILED DESCRIPTION OF EVENT: _____

LOCATION OF EVENT (check all that apply):
 A Park or Recreational Facility
 Private Property Owned by a Third Party
 Public Street and/or Sidewalk
 Private Property Owned by You or Your Organization
 Other _____

IF THE EVENT LOCATION IS A CITY PARK OR RECREATIONAL FACILITY, HAVE YOU CONTACTED CULLMAN PARKS, RECREATION, & SPORTS TOURISM TO RESERVE? The event coordinator **MUST** reserve and schedule the use of a city park or facility through CPRST prior to submitting this application. (See **PAGE 10**.)

NO YES N/A because event is not in a park or recreational facility

- If the event location is public property owned by another government entity, the event coordinator **MUST** schedule the use of said property through the appropriate office and attach proof to this application.
- If the event location is private property owned by a third party the event coordinator must obtain permission from the property owner and have the property owner or representative sign **PAGE 7**.

Give precise event location details (i.e. address, route, etc.) _____

WILL YOUR EVENT INCLUDE AMPLIFIED MUSIC/SPEAKING OR OTHER NOISE?

NO YES | Describe: _____

NOTE: Events involving amplified music, speaking, or other excessive noise as defined by the city's noise ordinance shall conclude by 10 PM unless otherwise noted. Noise complaints received will be investigated.

WILL ALCOHOL BE SERVED DURING THIS EVENT?

NO YES | Event Coordinator is responsible for contacting the City Clerk's Office and any other applicable office to obtain the necessary permits, licenses, and permissions.

WILL YOUR EVENT INCLUDE FOOD OR DRINK VENDORS?

NO YES | Event Coordinator is responsible for contacting the City Clerk's Office, Cullman County Health Department, and other applicable offices to obtain the necessary permits, licenses, and permissions.

WILL YOUR EVENT INCLUDE VENDORS OR CRAFTS OR OTHER ITEMS?

NO YES | The event coordinator is responsible for contacting the City Clerk's Office and any other applicable office to obtain the necessary permits, licenses, and permissions.

CITY OF CULLMAN

204 2nd Ave NE
Cullman, Alabama 35055

(256) 775-7102
cityhall@cullmanal.gov

P.O. Box 278
Cullman, Alabama 35056

SECTION 3 | CITY SERVICES REQUESTED/REQUIRED

EVENT COORDINATOR IS RESPONSIBLE FOR COORDINATING AND PAYING COSTS ASSOCIATED WITH ANY ASSISTANCE NEEDED FROM CITY DEPARTMENTS ONCE THE EVENT IS APPROVED.

A. ARE YOU REQUESTING THE CLOSING OF ANY PUBLIC STREET OR SIDEWALK?

NO | Skip to Question B.

YES | Approval of all property owners/managers or residents affected by the street/sidewalk closing is required. **PAGE 5** of this application **MUST** be completed (**REQUIRED**).

List all streets and/or sidewalks you request to be closed below (attach map, if necessary): _____

Will you require the use of city-owned barricades? YES NO

NOTE: The event coordinator shall be responsible for contacting the Street Department upon approval of the event to reserve and arrange the use of city-owned barricades. Contact information is on **PAGE 10**.

B. WILL YOU REQUIRE, OR ARE YOU REQUESTING, POLICE SERVICES?

- EVENTS WHICH INCLUDE THE SERVING ALCOHOL REQUIRES A MINIMUM OF 2 OFFICERS ON SITE. -

NO | Skip to Question C.

REQUIRED | Answer the following questions.

REQUESTED | Answer the following questions.

UNSURE

(Contact the Police Department or skip to Question C.)

OFF DUTY POLICE RATES PER HOUR

\$30.00 | NORMAL RATE

\$35.00 | RATE IF ALCOHOL SERVED

- MINIMUM 4 HOURS -

- POLICE CHIEF HAS FINAL DISCRETION ON WHETHER POLICE SERVICES ARE REQUIRED -

How many officers you request? _____ (Police Chief will have final discretion.)

C. ARE YOU REQUESTING FIRE/EMT SERVICES?

NO | Skip to Question D.

YES | Answer the following questions.

How many firefighter/EMTs do you request? _____
(Fire Chief will have final discretion.)

OFF DUTY FIRE/EMT RATES PER HOUR

\$30.00 | NORMAL RATE

\$35.00 | RATE IF ALCOHOL SERVED

- MINIMUM 4 HOURS -

- AMBULANCE TRANSPORT IS NOT INCLUDED. -

NOTE: If an ambulance is required, the event coordinator will be responsible for contacting the ambulance service of choice to ensure ambulance coverage for the event.

D. ARE YOU REQUESTING PERMISSION FOR THE USE OF PORTABLE TOILETS?

NO **YES** | The event coordinator shall be responsible for contacting the Cullman County Health Department and the Cullman Building Inspection Department. Contact information is on **PAGE 10**.

CITY OF CULLMAN

204 2nd Ave NE
Cullman, Alabama 35055

(256) 775-7102
cityhall@cullmanal.gov

P.O. Box 278
Cullman, Alabama 35056

STREET CLOSING APPROVAL FOR SPECIAL EVENT

STREET(S)/SIDEWALK(S) REQUESTING TO CLOSE FOR EVENT: _____

Requesting Party: _____ Phone: _____

Address: _____ Email: _____

Date(s) of Closing: _____ Time(s) of Closing: _____

Name/Description of Event: _____

AUTHORIZED SIGNATURE(S) OF PROPERTY OR BUSINESS OWNER(S)/MANAGER(S) MUST BE COLLECTED TO SHOW APPROVAL OF STREET CLOSURE (you may use additional pages, if necessary):

1. _____
Signature *Printed Name* *Title*

Business Name *Business Address* **APPROVE?**
 YES NO

2. _____
Signature *Printed Name* *Title*

Business Name *Business Address* **APPROVE?**
 YES NO

3. _____
Signature *Printed Name* *Title*

Business Name *Business Address* **APPROVE?**
 YES NO

4. _____
Signature *Printed Name* *Title*

Business Name *Business Address* **APPROVE?**
 YES NO

5. _____
Signature *Printed Name* *Title*

Business Name *Business Address* **APPROVE?**
 YES NO

CITY OF CULLMAN

204 2nd Ave NE
Cullman, Alabama 35055

(256) 775-7102
cityhall@cullmanal.gov

P.O. Box 278
Cullman, Alabama 35056

6.	_____ <i>Signature</i>	_____ <i>Printed Name</i>	_____ <i>Title</i>
	_____ <i>Business Name</i>	_____ <i>Business Address</i>	APPROVE? <input type="checkbox"/> YES <input type="checkbox"/> NO
7.	_____ <i>Signature</i>	_____ <i>Printed Name</i>	_____ <i>Title</i>
	_____ <i>Business Name</i>	_____ <i>Business Address</i>	APPROVE? <input type="checkbox"/> YES <input type="checkbox"/> NO
8.	_____ <i>Signature</i>	_____ <i>Printed Name</i>	_____ <i>Title</i>
	_____ <i>Business Name</i>	_____ <i>Business Address</i>	APPROVE? <input type="checkbox"/> YES <input type="checkbox"/> NO
9.	_____ <i>Signature</i>	_____ <i>Printed Name</i>	_____ <i>Title</i>
	_____ <i>Business Name</i>	_____ <i>Business Address</i>	APPROVE? <input type="checkbox"/> YES <input type="checkbox"/> NO
10.	_____ <i>Signature</i>	_____ <i>Printed Name</i>	_____ <i>Title</i>
	_____ <i>Business Name</i>	_____ <i>Business Address</i>	APPROVE? <input type="checkbox"/> YES <input type="checkbox"/> NO
11.	_____ <i>Signature</i>	_____ <i>Printed Name</i>	_____ <i>Title</i>
	_____ <i>Business Name</i>	_____ <i>Business Address</i>	APPROVE? <input type="checkbox"/> YES <input type="checkbox"/> NO
12.	_____ <i>Signature</i>	_____ <i>Printed Name</i>	_____ <i>Title</i>
	_____ <i>Business Name</i>	_____ <i>Business Address</i>	APPROVE? <input type="checkbox"/> YES <input type="checkbox"/> NO

CITY OF CULLMAN

204 2nd Ave NE
Cullman, Alabama 35055

(256) 775-7102
cityhall@cullmanal.gov

P.O. Box 278
Cullman, Alabama 35056

THIRD-PARTY PROPERTY OWNER APPROVAL

Requesting Party: _____ Phone: _____

Address: _____ Email: _____

Date(s) of Closing: _____ Time(s) of Closing: _____

Name/Description of Event: _____

Location of Event: _____

I, THE UNDERSIGNED, AM THE OWNER/MANAGER/REPRESENTATIVE OF THE ABOVE-REFERENCED PROPERTY AND I AUTHORIZE THE REQUESTING PARTY TO USE SAID PROPERTY FOR THE EVENT FOR WHICH THIS PERMIT IS BEING SUBMITTED.

Signature

Printed Name

Address

Phone Number

Email Address

I, THE UNDERSIGNED, AM THE OWNER/MANAGER/REPRESENTATIVE OF THE ABOVE-REFERENCED PROPERTY AND I AUTHORIZE THE REQUESTING PARTY TO USE SAID PROPERTY FOR THE EVENT FOR WHICH THIS PERMIT IS BEING SUBMITTED.

Signature

Printed Name

Address

Phone Number

Email Address

CITY OF CULLMAN

204 2nd Ave NE
Cullman, Alabama 35055

(256) 775-7102
cityhall@cullmanal.gov

P.O. Box 278
Cullman, Alabama 35056

PROCEDURES REGARDING SPECIAL EVENTS

1. Special Event Permits are issued to individuals, organizations, or businesses planning to conduct a special event within the Cullman city limits. Special events include (a) events involving the closing and/or use of public roads, sidewalks, parks & recreational facilities, or other public property within the Cullman city limits; and/or, (b) events involving amplified speaking/music or other types of excessive noise within the Cullman city limits, whether on public or private property.
2. Applications should be submitted to the City Clerk's Office at least thirty (30) days prior to the event.
3. The application will be reviewed by the City Clerk's Office to verify that the request is valid and to ensure that all required supporting information is included with the application.
4. Once the application has been determined to be valid and complete, the City Clerk will place the request on a City Council agenda for consideration by the City Council.
5. The event coordinator, or a representative designated by the event coordinator, is advised to be present at the City Council meeting to answer any questions or concerns the City Council members may have concerning the event. The City Clerk can provide the date and time of the City Council meeting at which the request will be considered (contact information is on **PAGE 10**).
6. Once the request is approved by the City Council, the applicant will be contacted by the Mayor's Office to sign a hold harmless agreement and pick up the Special Event Permit. **NO EVENT IS CONSIDERED APPROVED UNTIL THE SPECIAL EVENT PERMIT/ AGREEMENT IS SIGNED BY ALL PARTIES AND ISSUED BY THE MAYOR.**

REGULATIONS REGARDING SPECIAL EVENTS

1. All city parks and recreational facilities are under the management of CULLMAN PARKS, RECREATION AND SPORTS TOURISM. Events planned for city parks or city recreational facilities must be coordinated through that department. (See **PAGE 10**.)
2. Events involving the sale of alcoholic beverages or the use of vendors, require additional permits and/or licenses from the CITY CLERK'S OFFICE. (See **PAGE 10**.)
3. Events involving excessive or amplified music shall conclude no later than 10:00 p.m., unless another time is specified in the final Special Event Permit/Hold Harmless Agreement.
4. Special assistance needed from a city department or agency must be coordinated by the event coordinator. Further, requesting party **must agree to pay any costs that may be incurred for said assistance.**
5. **NO EVENT IS CONSIDERED APPROVED UNTIL THE SPECIAL EVENT PERMIT/ AGREEMENT IS SIGNED BY ALL PARTIES AND ISSUED BY THE MAYOR.**

THE CITY OF CULLMAN RESERVES THE RIGHT TO:

- Intervene if traffic, safety, excessive noise complaints, or other issues/disturbances occur and shall take appropriate measures to resolve these issues up to and including the revocation of any permit issued.
- Revoke any permit should the Event Coordinator (or agents thereof) fail to abide by any and all applications rules, regulations, and laws.
- Suspend or revoke any permit should circumstances change significantly enough to warrant said suspension or revocation.

CITY OF CULLMAN

204 2nd Ave NE
Cullman, Alabama 35055

(256) 775-7102
cityhall@cullmanal.gov

P.O. Box 278
Cullman, Alabama 35056

BY SIGNING BELOW, YOU ACKNOWLEDGE:

1. That you have read and understand the procedures and regulations regarding special events.
2. That you understand and agree to abide by these procedures and regulations as well as any other rules, regulations, and laws that pertain to your event.
3. That you understand that it is you're responsibility to contact the appropriate department(s) if assistance is needed, and that you agree to pay the costs that may be associated with any departmental assistance.
4. That you understand submitting this Special Event Permit Request is not a guarantee that your request will be approved.
5. That this application is complete and that the information contained in the application is true and correct to best of your knowledge.

Signature of Requesting Party/Event Coordinator

Date

Printed Name

Title

Business or Organization Name (if applicable)

CITY OF CULLMAN

204 2nd Ave NE
Cullman, Alabama 35055

(256) 775-7102
cityhall@cullmanal.gov

P.O. Box 278
Cullman, Alabama 35056

DEPARTMENTAL/AGENCY CONTACT INFORMATION

You may be required to contact a department or agency in regard to your permit.

It is the responsibility of the requesting party to ensure that all applicable permits and licenses are obtained and to coordinate assistance through the appropriate department(s).

COSTS MAY BE ASSESSED FOR SOME SERVICES

CULLMAN CITY HALL
(256) 775-7109 | cityhall@cullmanal.gov

MAYOR'S OFFICE
Cullman City Hall
204 2nd Avenue NE
Cullman, AL 35055
(256) 775-7102

CITY CLERK'S OFFICE
Cullman City Hall
204 2nd Avenue NE
Cullman, AL 35055
(256) 775-7110

AUDITORIUM (COUNCIL MEETING)
Cullman City Hall
204 2nd Avenue NE
Cullman, AL 35055
(256) 775-7102

CITY PARKS, RECREATION, SPORTS TOURISM
Cullman City Hall
204 2nd Avenue NE
Cullman, AL 35055
256-734-9157

CULLMAN POLICE DEPARTMENT
601 2nd Avenue NE
Cullman, AL 35055
(256) 775-7160

CULLMAN FIRE RESCUE
1920 Butler Street NW
Cullman, AL 35055
(256) 775-7186

CITY STREET DEPARTMENT
69 Mitchell Road NE
Cullman, AL 35055
(256) 775-8441

CULLMAN COUNTY HEALTH DEPARTMENT
601 Logan Avenue SW
Cullman, AL 35055
(256) 734-1030

www.CullmanAL.gov