

SPECIAL EVENT PERMIT REQUEST

This application must be submitted to the City Clerk's Office at Cullman City Hall at least thirty (30) days prior to the event or on the soonest date possible.

SECTION 1 | EVENT INFORMATION

NAME OF EVENT: Halloween Night
 DATE(S) OF EVENT: 10/31/2022
 TIME(S) OF EVENT: 4PM - 10 PM
 EVENT TYPE: 5K/10K Run Parade/Procession Race/Ride
 Festival/Concert Protest/Picket/Rally Block Party
 Other Trick or Treating
 DETAILED DESCRIPTION OF EVENT: Halloween

Trick or Treating

TYPE OF PROPERTY TO BE USED: (Check all that apply.)

- Public Street and/or Sidewalk
- City Park/Recreational Facility (CPRST MUST APPROVE)
 Name of CPRST employee who approved use of the park/facility: _____
- Private Property Owned by a Third Party
 Have you received permission from the owner/manager?
 Yes No (Must attach written authorization. See page 8.)
- Property Owned/Maintained by Other Government Entity
 Have you received permission from the owner/manager?
 Yes No (Must attach written authorization.)
- Other: _____

EVENT LOCATION & ADDRESS: (Include addresses route, etc.)

5th Avenue SE
Between 5th Street & 6th Street

IS THIS A 501(c)(3) CHARITY EVENT? YES NO

If YES, enter 501(c)(3) number: _____

ARE YOU REQUESTING THE CLOSING OF PUBLIC STREETS OR SIDEWALKS? YES NO

If YES, list streets and/or sidewalks to be closed (attach map, if necessary). **Written approval of all property owners/managers or residents affected by the street or sidewalk closing is required.** (See page 5.)

5th Avenue SE
Between 5th Street & 6th Street

- REQUESTING PARTY -

Name: Stephanie Wood
 Title: Homeowner
 Organization: _____
 Address: 509 5th Avenue SE
Cullman, AL 35055
 Phone Number(s): 256 590 1846
 Email Address(es): swood925@gmail.com

- FOR ADMINISTRATIVE USE ONLY -

DATE RECEIVED IN OFFICE: OCT 03 2022

DEPARTMENTAL INITIAL REVIEWS

MAYOR'S OFFICE
 Approved Conditionally Approved Denied

Comments/Concerns: _____

Woody Jacob 10/7/22
 Mayor Date

POLICE DEPARTMENT
 Approved Conditionally Approved Denied

Comments/Concerns: _____

[Signature] 10/04/22
 Police Chief or Designee Date

FIRE DEPARTMENT
 Approved Conditionally Approved Denied

Comments/Concerns: _____

[Signature] 10/06/22
 Fire Chief or Designee Date

CPRST
 Approved Conditionally Approved Denied

Comments/Concerns: _____

CPRST Director or Designee Date

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

Requesting Party is responsible for arranging use of and paying costs associated with use of barricades after event approval.

Requesting Party is responsible for coordinating and paying costs associated with any assistance needed from city departments upon event approval.

WILL YOUR EVENT INCLUDE AMPLIFIED MUSIC/SPEAKING OR OTHER EXCESSIVE NOISE? YES NO

Events involving amplified music, speaking, or other excessive noise as defined by the City of Cullman's noise ordinance shall conclude by 10PM, unless otherwise noted. Complaints will be investigated by the Police Department.

If YES, describe: _____

WILL ALCOHOL BE SERVED DURING THIS EVENT? YES NO

Requesting Party shall be responsible for obtaining all necessary permits, licenses, and permissions. (Refer to page 4.) Events involving the serving of alcohol require a minimum of two (2) police officers on site at the expense of the event organizer.

WILL YOUR EVENT INCLUDE FOOD OR DRINK VENDORS? YES NO

Requesting Party shall be responsible for obtaining all necessary permits, licenses, and permissions. (Refer to page 4.)

WILL YOUR EVENT INCLUDE VENDORS OF CRAFTS OR OTHER ITEMS? YES NO

Requesting Party shall be responsible for obtaining all necessary permits, licenses, and permissions. (Refer to page 4.)

ARE YOU REQUESTING POLICE SERVICES OR ARE POLICE SERVICES REQUIRED? YES NO

OFF DUTY POLICE RATES PER HOUR
\$30.00 | NORMAL RATE
\$35.00 | RATE IF ALCOHOL IS SERVED
- MINIMUM 4 HOURS -

If YES, how many? _____ (Police Chief has final discretion.)

A MINIMUM OF 2 OFFICERS ARE REQUIRED IF ALCOHOL IS SERVED.

POLICE CHIEF HAS FINAL DISCRETION ON WHETHER POLICE SERVICES ARE REQUIRED AND ON THE NUMBER OF OFFICERS.

ARE YOU REQUESTING FIRE AND/OR EMT SERVICES? YES NO

OFF DUTY FIRE/EMT RATES PER HOUR
\$30.00 | NORMAL RATE
\$35.00 | RATE IF ALCOHOL IS SERVED
- MINIMUM 4 HOURS -

If YES, how many? _____ (Fire Chief has final discretion.)

AMBULANCE TRANSPORT IS NOT INCLUDED. Requesting party is responsible for securing ambulance coverage, if desired.

FIRE CHIEF HAS FINAL DISCRETION ON WHETHER FIRE/EMT SERVICES ARE REQUIRED AND ON THE NUMBER OF PERSONNEL.

IT SHALL BE AT THE DISCRETION OF THE CITY OF CULLMAN TO DETERMINE WHETHER THE REQUESTING PARTY IS RESPONSIBLE FOR COSTS ASSOCIATED WITH POLICE AND/OR FIRE/EMT SERVICES AS REQUIRED BY THE CITY OR AS REQUESTED BY THE UNDERSIGNED REQUESTING PARTY.

WILL YOUR EVENT INVOLVE THE USE OF PORTABLE TOILETS? YES NO

Requesting Party shall be responsible for obtaining all necessary permits, licenses, and permissions. (Refer to page 4.)

ANY ADDITIONAL COMMENTS, INFORMATION, OR REQUESTS? YES NO

If YES, please use this space:

Halloween Night is incredibly dangerous on the East side due to cars driving through hundreds of children. This is an effort to make it safer. Ultimately, I would like to see more streets follow suit.

PROCEDURE FOR OBTAINING A SPECIAL EVENT PERMIT

Special Event Permits are issued to individuals or organizations planning to hold special events within the Cullman city limits. A special event is an event involving: The closing and/or use of public roads, sidewalks, parks & recreational facilities, or other public property within the Cullman city limits; amplified speaking/music or other types of excessive noise within the Cullman city limits, whether on public or private property. Other events may also fall under the category of "special event." If you are unsure whether your event qualifies as a "special event," contact the City Clerk's Office (see contacts page).

1. Completed, signed applications should be submitted to the City Clerk's office at least thirty (30) days prior to the event.
2. If you are requesting that a street or streets be closed for your event, you must submit written verification that all affected property owners are aware of and approve of the street closing (a form is attached to this application for that purpose).
3. The application will first be reviewed by the City Clerk's office to verify that the request is valid and that the application is complete.
4. The application will then undergo initial review by the Police Department, Fire Department, CPRST, and Mayor.
5. Following the departmental initial review, the request will be added to an upcoming City Council meeting agenda. Contact the City Clerk's office for the date and time of the City Council meeting at which your request will be considered.
6. Once approved by the City Council, the permit/agreement will be issued by the Mayor. **NO EVENT IS CONSIDERED APPROVED UNTIL THE SPECIAL PERMIT/AGREEMENT IS SIGNED BY ALL PARTIES AND ISSUED BY THE MAYOR'S OFFICE.**

RULES & REGULATIONS REGARDING SPECIAL EVENTS

- All City of Cullman parks and recreational facilities are under the management of CPRST (Cullman Parks, Recreation & Sports Tourism). Events planned for CPRST parks or facilities must be coordinated through CPRST (refer to contacts page).
- Events involving the sale and/or consumption of alcohol beverages require additional permits and/or licenses from the City Clerk's office (refer to contacts page).
- Events involving the use of vendors require additional permits and/or licenses from the City Clerk's Office (refer to contacts page).
- Events involving excessive or amplified music shall conclude no later than 10PM, unless another time is approved by the City Council.
- If assistance is needed from a city department or agency, it must be coordinated by the Requesting Party (refer to contacts page).
- Requesting Party shall be responsible for any costs incurred for city assistance (i.e., police or fire/EMT services, barricades, etc.), unless otherwise noted.
- **NO EVENT IS CONSIDERED TO BE APPROVED UNTIL THE SPECIAL EVENT PERMIT/AGREEMENT IS SIGNED BY ALL PARTIES AND ISSUED BY THE MAYOR'S OFFICE.**

RIGHTS RESERVED BY THE CITY OF CULLMAN

The City of Cullman reserves the right to:

- Intervene if traffic, safety, excessive noise complaints, or other issues/disturbances occur and take appropriate measures to resolve these issues up to and including the revocation of any Special Event Permit issued.
- Revoke the Special Event Permit should the Requesting Party (or agents thereof) fail to abide by any of the special event rules, regulations, or agreements.
- Suspend or revoke any Special Event Permit should circumstances beyond either party's control change significantly enough to warrant said suspension or revocation.

REQUESTING PARTY ACKNOWLEDGEMENT & SIGNATURE

BY SIGNING THIS SPECIAL EVENT PERMIT REQUEST FORM, YOU HEREBY ACKNOWLEDGE:

1. That you have read and completely understand the procedure for requesting a Special Event Permit, the rules and regulations regarding special events, and the rights reserved by the City of Cullman.
2. That you understand and agree to abide by the afore-mentioned procedure, rules, and regulations as well as all other rules, regulations, and laws that are applicable to your event.
3. That you understand that it is your responsibility to contact the appropriate department(s) to coordinate any assistance that may be needed and that you agree to pay any costs that may be associated with any departmental assistance that is requested by you or required by the City of Cullman.
4. That you understand that it is your responsibility to contact the appropriate department(s) to ensure that any other applicable permits, licenses, or permissions are obtained and that failure to do so will result in the revocation of any Special Event Permit issued.
5. That you understand that submitting this Special Event Permit Request Form is not a guarantee that your request will be approved.
6. That this application is complete and that the information contained herein is true and correct to the best of your knowledge.

Stephanie Wood
Signature of Requesting Party

7/20/22
Date

Stephanie Wood
Printed Name

Homeowner
Title (if applicable)

Business or Organization Name (if applicable)

- CONTACTS -

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 INCURRED FOR SOME SERVICES FOR WHICH REQUESTING PARTY SHALL BE RESPONSIBLE.

IF YOU'RE UNSURE ABOUT WHAT PERMITS/LICENSES/PERMISSIONS ARE REQUIRED, CONTACT THE CITY CLERK'S OFFICE.

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

CITY CLERK'S OFFICE

Cullman City Hall
204 2nd Avenue NE
Cullman, AL 35055
(256) 775-7109

pleslie@cullmanal.gov or wmoore@cullmanal.gov
cullmanal.gov/depts/admin

LEGAL OFFICE

Cullman City Hall
204 2nd Avenue NE
Cullman, AL 35055
(256) 775-7105

lsatterfield@cullmanal.gov

CITY PARKS, RECREATION, SPORTS TOURISM (CPRST)

703 2nd Avenue NE
Cullman, AL 35055
256-734-9157

info@cullmanrecreation.org
www.cullmanrecreation.org

CULLMAN FIRE RESCUE

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

cullmanal.gov/depts/fire/

CULLMAN COUNTY HEALTH DEPARTMENT

601 Logan Avenue SW
Cullman, AL 35055
(256) 734-1030

www.alabamapublichealth.gov/cullman

MAYOR'S OFFICE

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

twest@cullmanal.gov
cullmanal.gov/government/mayor

COUNCIL MEETING INFORMATION

Meetings are normally held on the second and fourth Monday each month at 7PM in the City Hall auditorium (unless otherwise announced). Meeting notices, agendas, and minutes can be found at cullmanal.gov/government/city-council/council-minutes.

CULLMAN POLICE DEPARTMENT

601 2nd Avenue NE
Cullman, AL 35055
(256) 734-1434

cullmanal.gov/depts/cpd/

CITY STREET DEPARTMENT

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

cullmanal.gov/depts/streetdept

ALABAMA DEPT. OF TRANSPORTATION

23445 U.S. Highway 431
Guntersville, AL 35976-0550
256-582-2254/800-819-7418

aldotinfo@dot.state.al.us
www.dot.state.al.us

www.CullmanAL.gov

STREET CLOSING APPROVAL FOR SPECIAL EVENT

(Complete only if you are requesting the CLOSING of a street or streets for your event.)

STREET(S)/SIDEWALK(S) REQUESTING TO CLOSE FOR EVENT: 5th Avenue SE

Requesting Party: Stephanie Wood Phone: 256 590 1846
Address: 509 5th Ave SE Email: swood9713@gmail.com
Date(s) of Street Closing: 10/31/2022 Time(s) of Street Closing: 4PM
Name/Description of Event: Halloween Trick or Treating

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, or your own form):

1. Stephanie Wood Stephanie Wood _____
Signature Printed Name Title
509 5th Avenue SE
Business Name (if applicable) Business Address
256 590 1846 swood9713@gmail.com APPROVE CLOSING? YES NO
Phone Number Email Address

2. Jeanne Skinner JEANNE SKINNER _____
Signature Printed Name Title
500-5th Ave, SE
Business Name (if applicable) Business Address
256-531-6757 j.skinnerfam@gmail.com APPROVE CLOSING? YES NO
Phone Number Email Address

3. Diana Fuller DIANN Fuller _____
Signature Printed Name Title
510 5th Ave S.E.
Business Name (if applicable) Business Address
256-734-2317 diannfuller54@gmail.com APPROVE CLOSING? YES NO
Phone Number Email Address

4. Amy Bennett Amy Bennett _____
Signature Printed Name Title
506 5th Ave SE
Business Name (if applicable) Business Address

Phone Number Email Address APPROVE CLOSING? YES NO

5. _____
Signature Printed Name Title

Business Name (if applicable) Business Address

Phone Number Email Address APPROVE CLOSING? YES NO

PRINT ADDITIONAL COPIES, AS NEEDED

I approve the street closing on October 31st.

Kay Shabel

501 5th Avenue SE

K. Shabel

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 ABOVE-REFERENCED EVENT.

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 ABOVE-REFERENCED EVENT.

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 ABOVE-REFERENCED EVENT.

Signature Printed Name

Address

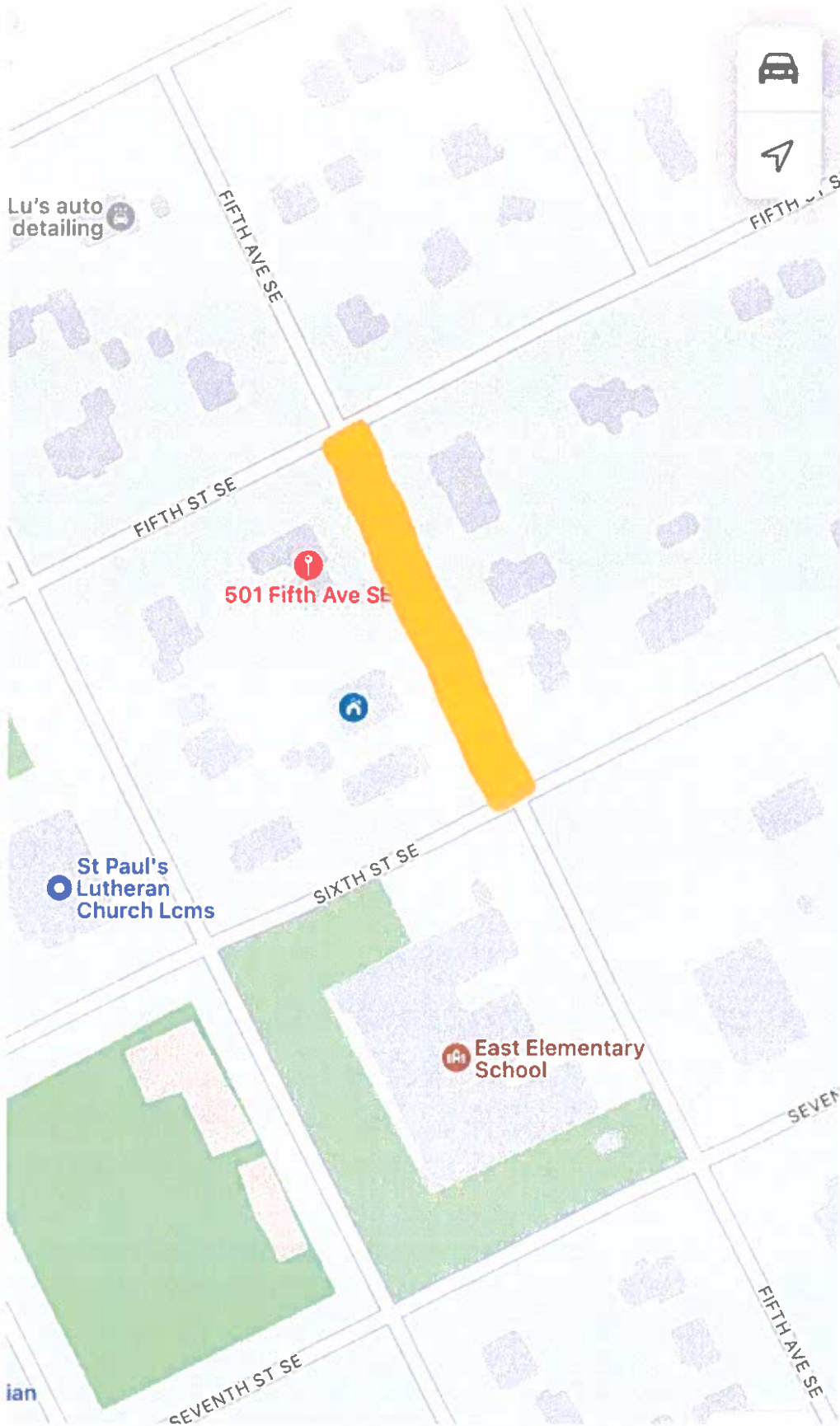
Phone Number Email Address

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 ABOVE-REFERENCED EVENT.

Signature Printed Name

Address

Phone Number Email Address



Lu's auto detailing

FIFTH AVE SE

FIFTH ST SE

FIFTH ST SE

501 Fifth Ave SE

St Paul's Lutheran Church Lcms

SIXTH ST SE

East Elementary School

SEVENTH ST SE

ian

SEVENTH ST SE

FIFTH AVE SE