

SPECIAL EVENT PERMIT APPLICATION

Submit application at least 30 days prior to the event. The approval process can take up to thirty (30) days. Please plan with this time in mind when making commitments, advertising, etc. Please read PAGE 3 before completing this application.

EVENT INFORMATION	- EVENT ORGANIZER -
NAME OF EVENT: Church in the Park	Name: Michael Glover
	Title: Pastor
DATE(S) OF EVENT: 092091290X April 30, 2023	Organization: Pure Faith Ministries Church
TIME(S) OF EVENT: 1:00pm-7:00pm	Address: 202 County Road 826, Cullman Al 35057
EVENT TYPE:	
☐ 5K/10K Run—➤ Must call City Hall at 256-775-7104 re: route.	Phone Number(s): <u>258-965-1855 or 256-736-3560 or 256-783-9234</u>
□ Parade/Procession	Email Address(es): purefaithculknan@yahoo.com
☐ Race/Ride	Faithtidmore94@gmail.com
□ Festival/Concert	- FOR ADMINISTRATIVE USE ONLY -
☐ Protest/Picket/Raily->-Must call CPD (256-734-1434) for rules.	DATE SUBMITTED: March 20, 2023 / pl
☐ Block Party	DEPARTMENTAL INITIAL REVIEWS
Other Community Church Service	MAYOR'S OFFICE
PORTUGATION OF PAPERT. Community Church Consider with the seal of	ApprovedConditionally ApprovedDenied
DESCRIPTION OF EVENT: Community Church Service with the goal of reaching the Culiman community. We're located towards the outskirts of town	Cpmments/Concerns:
and holding a church service at the park gives us a chance to hopefully reach	
those looking to connect to the Lord.	1 3/26/2
SIZE OF EVENT (Expected Maximum Attendance)	Jane O Bate
Small Event (<500 persons)	POLICE DEPARTMENT
☐ Medium Event (500-5000 persons)	ApprovedConditionally ApprovedDenied
☐ Large Event (5000+ persons)	Comments/Concerns:
For large events, event safety and operational plans MUST be submitted with this application.	19.1n= 3-28-23
TYPE OF PROPERTY TO BE USED: (Check all that apply.)	Police Chief or Designee Date
D Public Street and/or Sidewalk	FIRE DEPARTMENT
G City Park/Recreational Facility	Approved Conditionally Approved Denied
Parks/Recreational Facilities MUST be reserved through CPRST BEFORE submitting this application (see page 6).	Comments/Concerns:
Name of Park or Facility: Depot Park	0 M M 11 2 36 2 2
Name of CPRST employee who authorized use: Olivia Sharpton	ire Chief or Designee Date
☐ Property Owned by Someone Else	CPRST CPRST
Property Owner/Manager MUST authorize use of property Page 8 is provided for this purpose, if needed.	Approved Conditionally Approved Denied Comments/Gonceme:
Name of Owner/Manager:	
Is the Owner/Manager's written authorization attached?	Nathan Hudern 3/30/2008
YESNO	PRST Birector of Designee Date



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Name of Park or Facility: Depot Park	00000
Name of CPRST employee who authorized use:	follow 3-29-23
Olivia Sharpton	ire Chief or Designee Date
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Property Owner/Manager MUST authorize use of property. Page 8 is provided for this purpose, if needed.	Approved Conditionally Approved Denied
Name of Owner/Manager:	Comments/Concerns:
Is the Owner/Manager's written authorization attached?	
YESNO	CPRST Director or Designee Date
	or tro i pilarroi ni pesifilae para

WHAT IS A SPECIAL EVENT PERMIT AND WHAT IS CONSIDERED A SPECIAL EVENT?

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 or that involve 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 page 6).

PROCEDURE FOR OBTAINING A SPECIAL EVENT PERMIT

- 1. Completed, signed applications should be submitted to the City Clerk's office at least thirty (30) days prior to the event.
- Your application will be reviewed by the City Clerk's office to verify that the application is valid and complete.
- Your application will then undergo initial review by the Police Department, Fire/Rescue Department, CPRST, and Mayor.
- Your application will then 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 application will be considered – see page 6 for contact info.)
- Once your application is approved by the City Council, the Special Event Permit will be issued by the Mayor.

RULES & REGULATIONS REGARDING SPECIAL EVENTS



Applicant shall provide to the City detailed plans as required per City Ordinance to allow the City to evaluate and assure that the proposed event will not pose an unreasonable danger to public health and safety and will not excessively burden municipal resources without adequate planning so as to create such a danger. A site map for the event illustrating the location of any tents, stages, viewing platforms, port-a-lets, parking, waste receptacles, etc., shall also be provided.

- Use of city parks & recreational facilities MUST be authorized by CPRST (see page 6) prior to submitting this application.
- Events involving the sale and/or consumption of alcohol beverages require additional permits and/or licenses. You MUST contact CPRST (256-734-9157) prior to submitting this application.
- If you use property belonging to a third party, written authorization from property owner/manager is required (see page 8).
- If streets are closed for the event, you MUST attach written consent from all affected property owners/managers (see page 7) and ensure that adequate ingress & egress paths for fire, medical, & police emergency response is maintained.
- If your event is a race, run, or walk, you MUST contact the City Clerk's Office for the preferred route (see page 6).
- Events involving the use of vendors require additional permits and/or licenses from the City Clerk's Office (see page 6).
- If food trucks are used, food truck vendors MUST have a current inspection on file with the Fire Marshal (see page 6).
- Events involving loud noise or amplified music MUST conclude at 10PM, unless another time is approved by the City Council.
- Events involving pyrotechnics must be submitted 30 days prior to the event and you MUST contact the Fire Marshal for additional city and state requirements (see page 6).
- If assistance is needed from a city department, you MUST contact the department to coordinate said assistance (see page 6).
- You must contact local public safety officials and follow all local and state rules, regulations, ordinances, and adopted codes.
- You are responsible for costs incurred for city assistance (police/fire/EMT services, barricades, etc.), unless otherwise noted.

RIGHTS RESERVED BY THE CITY OF CULLMAN

The City of Cullman reserves the right to:

- Approve any event subject to requirements and ordinances of the City of Cullman concerning public safety.
- Intervene if the application and/or planning of the event presents potential and significant traffic issues, public safety issues
 and/or excessive noise complaints, or any other issues/disturbances which have a high likelihood to occur based on the totality
 of the circumstances surrounding the event, or which do 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 event organizer (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.



SPECIAL EVENTS ARE NOT AUTHORIZED UNTIL: (1) THE CITY COUNCIL GRANTS APPROVAL; (2) THE EVENT ORGANIZER OBTAINS/SUBMITS ALL REQUIRED PERMITS/LICENSES/AUTHORIZATIONS; (3) EVENT ORGANIZER PAYS ALL REQUIRED FEES/COSTS; (4) THE SPECIAL EVENT PERMIT IS SIGNED BY THE EVENT ORGANIZER AND THE MAYOR.

EV	ENT LOCATION & ADDRESS (attach map or diagram):Depot_Park, Cullman AL 35055		_
1.	IS THIS A 501(c)(3) CHARITY EVENT? If YES:	YES	★ NO
	Entity Name	601(c)(3) Number	1
2.	ARE YOU REQUESTING THE CLOSING OF PUBLIC STREETS OR SIDEWALKS?	YES	X NO
	If event involves closing streets or sidewalks, you MUST have written approval of all praffected by the closing. Page 7 is provided for this purpose, if needed.	operty owners/managers or resi	idents
	You MUST ensure that adequate ingress and egress paths for fire, medical, and police times, coordinate closely with local public safety officials, and follow all rules, regulation City of Cullman and the State of Alabama.		
	If YES, list streets/sidewalks to be closed (attach map or diagram).		
3.	WILL YOU REQUIRE THE USE OF CITY-OWNED BARRICADES? Event organizer shall be responsible for arranging use of city barricades and paying applications.	YES	X NO
4.	WILL YOUR EVENT INCLUDE AMPLIFIED MUSIC/SPEAKING OR OTHER EXCESSIVE		NO
	Events involving amplified music, speaking, or other excessive noise as defined by the 10PM, unless otherwise noted. Complaints will be investigated by the Cullman Police D	City's noise ordinance shall cor	
	If YES, describe: This will be a community church service starting at 1:00pm and should conclude before	7:00pm	
5.	WILL ALCOHOL BE SERVED DURING THIS EVENT?	YES	Y NO
	If YES, you MUST CONTACT CPRST (256-734-9157) BEFORE SUBMITTING THIS A alcohol require a minimum of two (2) police officers on site at the expense of the eve		involving
	Have you contacted CPRST concerning serving alcohol at your event?YES	XNO	
6.	WILL YOUR EVENT INCLUDE FOOD OR DRINK VENDORS? Event organizer shall be responsible for obtaining all necessary permits, ficenses, and perm	YES issions. (See page 6.)	X_NO
7.	WILL ANY VENDORS BE USING FOOD TRUCKS AT THE EVENT? Food truck vendors are required to have a current inspection on file with the Fire Marshal's	M/A YES	X NO
8.	WILL YOUR EVENT INCLUDE VENDORS OF CRAFTS OR OTHER ITEMS? Event organizer shall be responsible for obtaining all necessary permits, licenses, and perm	YES lissions. (See page 6.)	× NO
9.	WILL YOUR EVENT INVOLVE PYROTECHNICS (fireworks, etc.)?	YES	XNO
	Per City Ordinance, this application must be submitted to the City Council for approval 30 de the event planner is required to contact the Fire Marshal's office regarding additional city and the event planner is required to contact the Fire Marshal's office regarding additional city and the event planner is required to contact the Fire Marshal's office regarding additional city and the event planner is required to contact the Fire Marshal's office regarding additional city and the event planner is required to contact the Fire Marshal's office regarding additional city and the event planner is required to contact the Fire Marshal's office regarding additional city and the event planner is required to contact the Fire Marshal's office regarding additional city and the event planner is required to contact the Fire Marshal's office regarding additional city and the event planner is required to contact the Fire Marshal's office regarding additional city and the event planner is required to contact the Fire Marshal's office regarding additional city and the event planner is required to contact the event planner is required to contac	ays prior to the date of the eve id state requirements. (See page	ent and ge 6.)
10.	ARE YOU REQUESTING POLICE SERVICES OR ARE POLICE SERVICES REQUIRED?	YES	X_NO
	A minimum of two (2) officers on site is required at events involving alcohol, at the event organizer's expense. Police Chief has final discretion on what police services, and how many officers, are required. (CPD contact info on Page 6.)	\$35.00 NORMAL RATE \$40.00 RATE IF ALCOHOL 8 - MINIMUM 4 HOURS	ERVED
11.	ARE YOU REQUESTING FIRE AND/OR EMT SERVICES?	YES	X NO
	If YES, how many are you requesting? NfA	OFF DUTY FIRE/EMT RATES P	ER HOUR
	Fire/EMT personnel are provided at event organizer's expense. Fire Chief has final discretion on what services and personnel are required. AMBULANCE TRANSPORT IS NOT INCLUDED. (CFR contact info on Page 6.)	\$35.00 NORMAL RATE \$40.00 RATE IF ALCOHOL 8 - MINIMUM 4 HOURS	
12.	WILL YOUR EVENT INVOLVE THE USE OF PORTABLE TOILETS?	YES	NO
	Event organizer shall be responsible for obtaining all necessary permits, licenses, and permits	issions. (See page 6.)	,
13.	ANY ADDITIONAL COMMENTS, INFORMATION, OR REQUESTS?	YES	X_NO

If YES, please use this space:			

EVENT ORGANIZER ACKNOWLEDGEMENT & SIGNATURE

BY SIGNING BELOW, I HEREBY ACKNOWLEDGE THAT:

- 1. I 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. I understand and agree to abide by the afore-mentioned procedures, rules, and regulations as well as all other local, state, or federal rules, regulations, and laws that are applicable to my event.
- 3. I understand that it is my responsibility to contact the appropriate department(s) to coordinate any assistance that may be needed and that I shall be responsible for any costs that may be associated with any departmental assistance that is either requested by me or required by the City of Cullman.
- 4. I understand that it is my 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. I understand that submitting this application is not a guarantee that my special event will be approved; and I understand that my event is not fully approved until the City Council authorizes it, all requirements are met, all fees/costs are paid, and the Special Event Permit is signed and issued by the Mayor.
- This application is complete and the information contained herein is true and correct to the best of my knowledge. Signature of Event Organizer Printed Name Business or Organization Name (if applicable) APPLICATION CHECKLIST I HAVE CONTACTED THE CITY CLERK'S OFFICE REGARDING RACE/RUN ROUTE. N/A I HAVE CONTACTED CPRST TO RESERVE A PARK OR FACILITY. I HAVE CONTACTED CPRST REGARDING ALCOHOL AT THIS EVENT (Q. 5). I HAVE ATTACHED A DETAILED SAFETY PLAN AND SITE MAP. I HAVE INCLUDED A MAP OF STREET CLOSINGS AND/OR RACE ROUTES. ON I HAVE INCLUDED SIGNATURES OF PROPERTY/BUSINESS OWNERS/MANAGERS APPROVING STREET/SIDEWALK CLOSURES. (Q. 2) I HAVE CONTACTED THE FIRE MARSHAL ABOUT THE USE OF FOOD TRUCKS (Q.7). I HAVE CONTACTED THE FIRE MARSHAL ABOUT THE USE OF PYROTECHNICS (Q.9). I HAVE INCLUDED WRITTEN AUTHORIZATION BY THE PROPERTY OWNER/MANAGER TO USE PROPERTY NOT BELONGING TO ME FOR MY EVENT. I HAVE CONTACTED THE CPD FOR RULES REGARDING PROTESTS, RALLIES, ETC. NO I HAVE READ AND UNDERSTAND THE PROCEDURES, RULES, & REGULATIONS FOR APPLYING FOR AND CARRYING OUT A SPECIAL EVENT IN CULLMAN (PAGE 4). I HAVE READ AND UNDERSTAND THE RIGHTS RESERVED BY THE CITY OF CULLMAN AS OUTLINED ON PAGE 4.

INCOMPLETE APPLICATIONS CANNOT BE PROCESSED, SO PLEASE MAKE SURE THAT ALL QUESTIONS ARE ANSWERED AND ALL REQUIRED DOCUMENTATION IS ATTACHED BEFORE SUBMITTING.

You may be required to contact a department or agency regarding your permit. It is your responsibility 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 EVENT ORGANIZER SHALL BE RESPONSIBLE.

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

CULLMAN CITY HALL

Phone: (256) 775-7109 Email:cityhall@cullmanal.gov

CITY CLERK'S OFFICE

For general permit procedure information; to obtain preferred race/walk/parade routes; to obtain permits/licenses for vendors; to submit payment for applicable fees and/or costs for services.

Location: Cullman City Hall

204 2nd Avenue NE Cullman, AL 35055

(256) 775-7109 Phone: Email: pleslie@cullmanal.gov

Web: cullmanal.gov/depts/admin

CPRST (PARKS, RECREATION, & SPORTS TOURISM)

To check availability of and reserve parks or recreational facilities; to obtain applicable permits for events involving alcohol consumption and/or sales.

Location: 703 2nd Avenue NE

Cullman, AL 35055 256-734-9157 Phone:

info@cullmanrecreation.org Email: Web: www.cullmanrecreation.org

CULLMAN FIRE RESCUE! FIRE MARSHAL

For inspection of food trucks; to obtain applicable permits for pyrotechnics, fires, etc.; to request fire/paramedic services; to coordinate ingress/egress for fire/medical emergencies.

1920 Butler Street NW Location:

Cullman, AL 35055 (256) 775-7186 Phone:

cullmanal.gov/depts/fire/ Web: Email:

hgriffith@cullmanal.gov (general) Email: cchaffin@cullmanal.gov (Fire Marshal)

CULLMAN COUNTY HEALTH DEPARTMENT

To obtain applicable permits for the preparation and sale of food; to obtain applicable permits for the use of portable toilets.

601 Logan Avenue SW Location:

Cullman, AL 35055 (256) 734-1030

Web: www.alabamapublichealth.gov/cullman

MAYOR'S OFFICE

To obtain the official Special Event Permit after City Council authorization and after all other requirements have been met.

Location: **Cullman City Hall**

> 204 2nd Avenue NE Cullman, AL 35055

Phone: (256) 775-7102 Fmail: lwest@cullmanal.gov

Web: cullmanal.gov/government/mayor

CULLMAN POLICE DEPARTMENT

To request police and/or traffic control services; to coordinate safety and traffic control; to be advised of applicable rules and laws concerning protests, rallies, etc.

Location: 601 2nd Avenue NE

Cullman, AL 35055 (256) 734-1434

Phone:

Email: cullmanpd@cullmanal.gov Web: cullmanal.gov/depts/cpd/

CITY STREET DEPARTMENT

To coordinate the use of city-owned barricades for street and/or sidewalk closures.

Location: 69 Mitchell Road NE

> Cullman, AL 35055 (256) 775-8441

Web: cullmanal.gov/depts/streetdept

LEGAL OFFICE

For questions regarding permit rules & regulations or questions of a legal nature.

Phone:

Location: Cullman City Hall 204 2nd Avenue NE

Cullman, AL 35055

(256) 775-7105 Phone:

Email: Isatterfield@cullmanal.gov

COUNCIL MEETING INFORMATION

City Council meetings are normally held on the 2nd & 4th Monday of each month at 7PM in the City Hall auditorium (unless otherwise announced). Meeting notices, agendas, & minutes are online at cullmanal.gov/government/city-council/council-minutes.

www.CullmanAL.gov

- PRINT ADDITIONAL COPIES, AS NEEDED -

STREET CLOSING APPROVAL FOR SPECIAL EVENT

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

(,	oquesting the opposite of a t	, , , , , , , , , , , , , , , , , , ,
STREET(S)/SIDEWALK	((S) REQUESTING	G TO CLOSE FOR EVENT:	
Event Organizer:			Phone:
Address:		Email	
ate(s) of Street Closing: _		Time(s) o	f Street Closing:
ame/Description of Event			
AUTHORIZED SIGNAT	URE(S) OF PROPE	RTY OR BUSINESS OWNER(S)/M	MANAGER(S) MUST BE COLLECTED TO SHOW ges, if necessary, or your own form):
Signature		Printed Name	Title
Business Name (if	applicable)	Business Address	
Phone Number	Email Addre	ss	APPROVE CLOSING?YESNO
Signature		Printed Name	Title
Business Name (if	applicable)	Business Address	
Phone Number	Email Addre	ss	APPROVE CLOSING?YESNO
Signature		Printed Name	Title
Business Name (if	applicable)	Business Address	
Phone Number	Email Addre	ss	APPROVE CLOSING?YESNO
Signature		Printed Name	Title
Business Name (if	applicable)	Business Address	
Phone Number	Email Addre	SS RINT ADDITIONAL COPIES, AS N	APPROVE CLOSING?YESNO

THIRD-PARTY PROPERTY OWNER APPROVAL

	AND THE RESIDENCE OF THE PARTY	
Event Organizer:	Phone:	
	Email:	
	Time(s) of Closing:	
Name/Description of Event:		
	VNER/MANAGER/REPRESENTATIVE OF THE ABOVE-REFERENCED PROPERTY AND I RGANIZER 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 EVENT ORGANIZER TO USE SAID PROPERTY FOR THE ABOVE-REFERENCED EVENT.		
Signature	Printed Name	
Address		
Phone Number	Email Address	
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Address		
Phone Number	Email Address	
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Signature	Printed Name	
Address	<u>-v</u>	
Phone Number	Email Address	

Pam Leslie

From:

faith Tidmore <faithtidmore94@gmail.com>

Sent:

Monday, March 20, 2023 1:36 PM

To:

Pam Leslie

Subject:

Permit application - Pure Faith Ministries Church

Attachments:

SEPRF-August-2022-v-2022-6-corrected.pdf

[EXTERNAL EMAIL NOTIFICATION: This email originated from an external source. Think before you click]

We're applying to have a small church service at Depot park from 1:00pm-7:00pm on Sunday April 30th including setup and clean up with no food. I attached the permit request form.