



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

NAME OF EVENT: Jeepers Creepers

DATE(S) OF EVENT: October 28, 2023

TIME(S) OF EVENT: 10:00AM

EVENT TYPE:

5K/10K Run → Must call City Hall at 256-775-7104 re: route.

Parade/Procession

Race/Ride

Festival/Concert

Protest/Picket/Rally → Must call CPD (256-734-1434) for rules.

Block Party

Other _____

- EVENT ORGANIZER -

Name: SUMMER SHADDIX

Title: EVENT COORDINATOR

Organization: 3SIXTY JEEP CLUB

Address: 1141 HWY 69N
CULLMAN, AL 35058

Phone Number(s): 256-221-2969

Email Address(es): PUBLICRELATIONS@3SIXTYJEEPClub.COM

DESCRIPTION OF EVENT: WE WOULD LIKE TO HAVE A TRUNK OR TREAT TYPE EVENT HALLOWEEN M
A TRUNK OR TREAT TYPE OF EVENT WITH HALLOWEEN MUSIC AND
KID FRIENDLY ACTIVITIES.

SIZE OF EVENT (Expected Maximum Attendance)

Small Event (<500 persons)

Medium Event (500-5000 persons)

Large Event (5000+ persons)

! For large events, event safety and operational plans **MUST** be submitted with this application.

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

Public Street and/or Sidewalk

City Park/Recreational Facility

! Parks/Recreational Facilities **MUST** be reserved through **CPRST BEFORE** submitting this application (see page 6).

Name of Park or Facility: DEPOT PARK

Name of CPRST employee who authorized use:
OLIVIA SHARPTON

Property Owned by Someone Else

! Property Owner/Manager **MUST** authorize use of property. Page 8 is provided for this purpose, if needed.

Name of Owner/Manager: _____

Is the Owner/Manager's written authorization attached?
 _____ YES _____ NO

- FOR ADMINISTRATIVE USE ONLY -

DATE SUBMITTED: 5/9/2023 / pl

DEPARTMENTAL INITIAL REVIEWS

MAYOR'S OFFICE

Approved Conditionally Approved Denied

Comments/Concerns: _____

Woody Jacobs June 2, 2023 | 1:55 PM CDT
 Mayor Date

POLICE DEPARTMENT

Approved Conditionally Approved Denied

Comments/Concerns: _____

David Vassette 5/11/2023
 Police Chief or Designee Date

FIRE DEPARTMENT

Approved Conditionally Approved Denied

Comments/Concerns: R. Darren Peoples

R. Darren Peoples June 2, 2023 | 12:11 PM CDT
 Fire Chief or Designee Date

CPRST

Approved Conditionally Approved Denied

Comments/Concerns: _____


Olivia Sharpton 6/1/23
 CPRST Director or Designee Date


EVENT LOCATION & ADDRESS (attach map or diagram): DEPOT PARK 309 FIRST AVE NE CULLMAN AL 35055

1. **IS THIS A 501(C)(3) CHARITY EVENT?** YES NO

If YES: 3SIXTY JEEP CLUB Entity Name 001065847 501(c)(3) Number

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

 If event involves closing streets or sidewalks, you **MUST** have written approval of all property owners/managers or residents affected by the closing. Page 7 is provided for this purpose, if needed.


 You **MUST** ensure that adequate ingress and egress paths for fire, medical, and police emergency response is maintained at all times, coordinate closely with local public safety officials, and follow all rules, regulations, ordinances, and adopted codes of the 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?** YES NO

Event organizer shall be responsible for arranging use of city barricades and paying applicable costs (see page 6.)

4. **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's noise ordinance shall conclude by 10PM, unless otherwise noted. Complaints will be investigated by the Cullman Police Department.

If YES, describe: HALLOWEEN MUSIC

5. **WILL ALCOHOL BE SERVED DURING THIS EVENT?** YES NO

 If YES, you **MUST CONTACT CPRST (256-734-9157) BEFORE SUBMITTING THIS APPLICATION!** Also, any event involving alcohol require a minimum of two (2) police officers on site at the expense of the event organizer.

 Have you contacted CPRST concerning serving alcohol at your event? YES NO

6. **WILL YOUR EVENT INCLUDE FOOD OR DRINK VENDORS?** YES NO

Event organizer shall be responsible for obtaining all necessary permits, licenses, and permissions. (See page 6.)

7. **WILL ANY VENDORS BE USING FOOD TRUCKS AT THE EVENT?** N/A YES NO

Food truck vendors are required to have a current inspection on file with the Fire Marshal's office (See page 6.)

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


Event organizer shall be responsible for obtaining all necessary permits, licenses, and permissions. (See page 6.)

9. **WILL YOUR EVENT INVOLVE PYROTECHNICS (fireworks, etc.)?** YES NO

Per City Ordinance, this application must be submitted to the City Council for approval 30 days prior to the date of the event and the event planner is required to contact the Fire Marshal's office regarding additional city and state requirements. (See page 6.)

10. **ARE YOU REQUESTING POLICE SERVICES OR ARE POLICE SERVICES REQUIRED?** YES NO


If YES, how many are you requesting? _____

 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.)

OFF DUTY POLICE RATES PER HOUR	
\$35.00	NORMAL RATE
\$40.00	RATE IF ALCOHOL SERVED
- MINIMUM 4 HOURS -	

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

If YES, how many are you requesting? _____

 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.)

OFF DUTY FIRE/EMT RATES PER HOUR	
\$35.00	NORMAL RATE
\$40.00	RATE IF ALCOHOL SERVED
- 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 permissions. (See page 6.)

13. **ANY ADDITIONAL COMMENTS, INFORMATION, OR REQUESTS?** YES NO

Event organizer is responsible for coordinating and paying costs associated with any assistance needed from city departments upon event approval.
 City of Cullman | CullmanAL.gov | 256-775-7109 | cityhall@cullmanal.gov | 204 2nd Avenue NE | P.O. Box 278 | Cullman, AL 35056

