

**Don't forget to add attachments.**



# 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:** Festival of Trees

**DATE(S) OF EVENT:** December 1-31, 2023

**TIME(S) OF EVENT:** All Day (during regular business hours)

**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 Display of decorated Christmas Trees.

**DESCRIPTION OF EVENT:** Dec. 1-31: Display of Christmas trees decorated by local schools & organizations in order to promote forestry awareness and goodwill in the community.

Dec. 1: Open house, meet & greet, refreshments, ceremony.

**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: CWAC

Name of CPRST employee who authorized use: Nathan Anderson

**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**

**- EVENT ORGANIZER -**

**Name:** Leanne West

**Title:** Recorder (on behalf of Chairman Barry Slatton)

**Organization:** Cullman Tree Commission

**Address:** P.O. Box 278  
Cullman, AL 35056

**Phone Number(s):** 256-775-7102

**Email Address(es):** bkslatton@gmail.com  
lwest@cullmanal.gov

**FOR ADMINISTRATIVE USE ONLY -**

DocuSigned by: Pam Lealie  
**DATE SUBMITTED:** September 21, 2023 | 11:37 AM CDT

**DEPARTMENTAL INITIAL REVIEWS**

**MAYOR'S OFFICE**

**Approved** \_\_\_ **Conditionally Approved** \_\_\_ **Denied**

Comments/Concerns: \_\_\_\_\_

DocuSigned by: Nathan Anderson  
Mayor 09/22/2023  
 Date

**POLICE DEPARTMENT**

**Approved** \_\_\_ **Conditionally Approved** \_\_\_ **Denied**

Comments/Concerns: \_\_\_\_\_

DocuSigned by: Jason Middle  
Police Chief or Designee 09-22-23  
 Date

**FIRE DEPARTMENT**

\_\_\_ **Approved**  **Conditionally Approved** \_\_\_ **Denied**

Comments/Concerns: \_\_\_\_\_

DocuSigned by: Nathan Anderson  
Fire Chief or Designee 9/22/2023  
 Date

**CPRST**

**Approved** \_\_\_ **Conditionally Approved** \_\_\_ **Denied**

Comments/Concerns: \_\_\_\_\_

DocuSigned by: Nathan Anderson  
CPRST Director or Designee \_\_\_\_\_  
 Date

**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 2<sup>nd</sup> Avenue NE | P.O. Box 278 | Cullman, AL 35056

## 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.
2. Your application will be reviewed by the City Clerk's office to verify that the application is valid and complete.
3. Your application will then undergo initial review by the Police Department, Fire/Rescue Department, CPRST, and Mayor.
4. 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.)
5. 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/telecommunicator 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.**


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 2<sup>nd</sup> Avenue NE | P.O. Box 278 | Cullman, AL 35056


**EVENT LOCATION & ADDRESS** (attach map or diagram): \_\_\_\_\_  
 Cullman Wellness & Aquatic Center, 1636 Field of Miracles Dr SW, Cullman, AL 35055

1. **IS THIS A 501(c)(3) CHARITY EVENT?** \_\_\_\_\_ YES  NO

If YES: \_\_\_\_\_  
 Entity Name \_\_\_\_\_ 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: \_\_\_\_\_

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, EMT, OR TELECOMMUNICATOR SERVICES?** \_\_\_\_\_ YES  NO

If YES, how many are you requesting? \_\_\_\_\_

 Fire/EMT/Telecommunicator personnel are provided at event organizer's expense. Fire Chief has final discretion on what services & personnel are required.

**AMBULANCE TRANSPORT IS NOT INCLUDED.** (CFR contact info on Page 6.)

OFF DUTY FIRE/EMT/TEL. 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.



**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.
6. This application is complete and the information contained herein is true and correct to the best of my knowledge.

DocuSigned by:

*Leanne West*

Signature of Event Organizer

September 21, 2023 | 11:37 AM CDT

Date

Leanne West

Recorder

Printed Name

Title (if applicable)

Cullman Tree Commission

Business or Organization Name (if applicable)

**APPLICATION CHECKLIST**

- |  |   |                             |   |
|--|---|-----------------------------|---|
| ✓ I HAVE CONTACTED THE CITY CLERK'S OFFICE REGARDING RACE/RUN ROUTE.   | <input type="checkbox"/> YES            | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE CONTACTED CPRST TO RESERVE A PARK OR FACILITY.  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A            |
| ✓ I HAVE CONTACTED CPRST REGARDING ALCOHOL AT THIS EVENT (Q. 5).   | <input type="checkbox"/> YES            | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE ATTACHED A DETAILED SAFETY PLAN AND SITE MAP.   | <input type="checkbox"/> YES            | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE INCLUDED A MAP OF STREET CLOSINGS AND/OR RACE ROUTES.   | <input type="checkbox"/> YES            | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE INCLUDED SIGNATURES OF PROPERTY/BUSINESS OWNERS/MANAGERS APPROVING STREET/SIDEWALK CLOSURES. (Q. 2)                             | <input type="checkbox"/> YES            | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE CONTACTED THE FIRE MARSHAL ABOUT THE USE OF FOOD TRUCKS (Q.7).  | <input type="checkbox"/> YES            | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE CONTACTED THE FIRE MARSHAL ABOUT THE USE OF PYROTECHNICS (Q.9).   | <input type="checkbox"/> YES            | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE INCLUDED WRITTEN AUTHORIZATION BY THE PROPERTY OWNER/MANAGER TO USE PROPERTY NOT BELONGING TO ME FOR MY EVENT.                  | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A            |
| ✓ I HAVE CONTACTED THE CPD FOR RULES REGARDING PROTESTS, RALLIES, ETC.   | <input type="checkbox"/> YES            | <input type="checkbox"/> NO | <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE READ AND UNDERSTAND THE PROCEDURES, RULES, & REGULATIONS FOR APPLYING FOR AND CARRYING OUT A SPECIAL EVENT IN CULLMAN (PAGE 4). | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A            |
| ✓ I HAVE READ AND UNDERSTAND THE RIGHTS RESERVED BY THE CITY OF CULLMAN AS OUTLINED ON PAGE 4.   | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A            |

**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](mailto: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 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
Phone: (256) 775-7109  
Email: [plesie@cullmanal.gov](mailto:plesie@cullmanal.gov)  
Web: [cullmanal.gov/depts/admin](http://cullmanal.gov/depts/admin)

**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 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
Phone: (256) 775-7102  
Email: [lwest@cullmanal.gov](mailto:lwest@cullmanal.gov)  
Web: [cullmanal.gov/government/mayor](http://cullmanal.gov/government/mayor)

**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 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
Phone: 256-734-9157  
Email: [info@cullmanrecreation.org](mailto:info@cullmanrecreation.org)  
Web: [www.cullmanrecreation.org](http://www.cullmanrecreation.org)

**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 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
Phone: (256) 734-1434  
Email: [cullmanpd@cullmanal.gov](mailto:cullmanpd@cullmanal.gov)  
Web: [cullmanal.gov/depts/cpd/](http://cullmanal.gov/depts/cpd/)

**CULLMAN FIRE RESCUE | FIRE MARSHAL**

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

Location: 1920 Butler Street NW  
Cullman, AL 35055  
Phone: (256) 775-7186  
Web: [cullmanal.gov/depts/fire/](http://cullmanal.gov/depts/fire/)  
Email: [hgriffith@cullmanal.gov](mailto:hgriffith@cullmanal.gov) (general)  
[cchaffin@cullmanal.gov](mailto:cchaffin@cullmanal.gov) (Fire Marshal)

**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  
Phone: (256) 775-8441  
Web: [cullmanal.gov/depts/streetdept](http://cullmanal.gov/depts/streetdept)

**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.

Location: 601 Logan Avenue SW  
Cullman, AL 35055  
(256) 734-1030  
Web: [www.alabamapublichealth.gov/cullman](http://www.alabamapublichealth.gov/cullman)

**LEGAL OFFICE**

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

Location: Cullman City Hall  
204 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
Phone: (256) 775-7105  
Email: [lsatterfield@cullmanal.gov](mailto:lsatterfield@cullmanal.gov)

**COUNCIL MEETING INFORMATION**

City Council meetings are normally held on the 2<sup>nd</sup> & 4<sup>th</sup> 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](http://cullmanal.gov/government/city-council/council-minutes).

[www.CullmanAL.gov](http://www.CullmanAL.gov)

**Event organizer is responsible for coordinating and paying costs associated with any assistance needed from city departments upon event approval.**

- 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.)

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

Event Organizer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of Street Closing: \_\_\_\_\_ Time(s) of Street 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, or your own form):**

\_\_\_\_\_  
Signature Printed Name Recorder  
Title

\_\_\_\_\_  
Business Name (if applicable) Business Address

\_\_\_\_\_  
Phone Number Email Address **APPROVE CLOSING? \_\_ YES \_\_ NO**

\_\_\_\_\_  
Signature Printed Name Title

\_\_\_\_\_  
Business Name (if applicable) Business Address

\_\_\_\_\_  
Phone Number Email Address **APPROVE CLOSING? \_\_ YES \_\_ NO**

\_\_\_\_\_  
Signature Printed Name Title

\_\_\_\_\_  
Business Name (if applicable) Business Address

\_\_\_\_\_  
Phone Number Email Address **APPROVE CLOSING? \_\_ YES \_\_ NO**

\_\_\_\_\_  
Signature Printed Name Title

\_\_\_\_\_  
Business Name (if applicable) Business Address

\_\_\_\_\_  
Phone Number Email Address **APPROVE CLOSING? \_\_ YES \_\_ NO**

- PRINT ADDITIONAL COPIES, AS NEEDED -

**Event organizer is responsible for coordinating and paying costs associated with any assistance needed from city departments upon event approval.**

### THIRD-PARTY PROPERTY OWNER APPROVAL

Event Organizer: \_\_\_\_\_ 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 EVENT ORGANIZER 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

**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

**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

**Event organizer is responsible for coordinating and paying costs associated with any assistance needed from city departments upon event approval.**