

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: 2nd Fridays

DATE(S) OF EVENT: June 14, July 12, August 9

TIME(S) OF EVENT: 5:30pm - 10:00pm

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 _____

DESCRIPTION OF EVENT: street festival including food vendors, car show, kids zone, non-profit vendors, and merchant vendors. Live music as well. Extending from Depot Park to Hwy 278.

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: _____

Name of CPRST employee who authorized use: _____

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: Katie Walker

Title: Director of Events + communication

Organization: Cullman Area Chamber of Commerce

Address: 301 2nd Ave SW
Cullman, AL 35055

Phone Number(s): 256 734 0464

Email Address(es): Kwalker@cullmanchamber.org

- FOR ADMINISTRATIVE USE ONLY

DATE SUBMITTED: April 18, 2024 | 4:40 PM CDT

DEPARTMENTAL INITIAL REVIEWS

MAYOR'S OFFICE

Approved Conditionally Approved Denied

Comments/Concerns: Conditional on police & fire/ public safety approval.

DocuSigned by: Woody Jacobs 04/19/2024

Mayor 438E86A82D0945A... Date

POLICE DEPARTMENT

Approved Conditionally Approved Denied

Comments/Concerns: _____

DocuSigned by: Brandon Patterson 4/19/2024

Police Chief or Designee F09FE63E4757477... Date

FIRE DEPARTMENT

Approved Conditionally Approved Denied

Comments/Concerns: I will need to discuss access for fire apparatus

DocuSigned by: Darren Peoples 4/19/2024

Fire Chief or Designee FB2FBDE71FA48B... 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 2nd 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 2nd Avenue NE | P.O. Box 278 | Cullman, AL 35056

EVENT LOCATION & ADDRESS (attach map or diagram): Depot Park, Warehouse District, to North of Hwy 278. See map attached.

1. IS THIS A 501(c)(3) CHARITY EVENT? YES 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). See street closure map attached.

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: Live bands + crowd noise

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? 4

! Minimum of 2 officers required at events involving alcohol, at organizer's expense. Chief has final discretion on services & number of officers. * In the interest of health, safety & welfare of citizens & attendees, rates for large ticketed events with 20,000+ attendees per day per site = \$55 (non-alcohol) & \$60 (alcohol) during event only, accounting for reasonable time prior to & after event.

OFF DUTY POLICE RATES PER HOUR	
\$45.00*	NORMAL RATE
\$50.00*	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? 1

! Fire/EMT/telecommunicator personnel provided at organizer's expense. Chief has final discretion on what services & personnel are required. **AMBULANCE TRANSPORT NOT INCLUDED.** * In the interest of the health, safety & welfare of citizens & attendees, rates for large ticketed events with 20,000+ attendees per day per site = \$55 (non-alcohol) & \$60 (alcohol) during event only, accounting for reasonable time prior to & after event.

OFF DUTY FIRE/EMT/TEL. RATES PER HOUR	
\$45.00*	NORMAL RATE
\$50.00*	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.

If YES, please use this space: Rain dates for each event will be the following
Saturdays. June 15th, July 13th, and August 10th.

(This section contains multiple horizontal lines for additional notes or details.)

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.

Katie Walker
Signature of Event Organizer

4/17/2024
Date

Katie Walker
Printed Name

Director of Events + Communication
Title (if applicable)

Cullman Area Chamber of Commerce
Business or Organization Name (if applicable)

APPLICATION CHECKLIST

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

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
Phone: (256) 775-7109
Email: pleslie@cullmanal.gov
Web: 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 2nd Avenue NE
Cullman, AL 35055
Phone: (256) 775-7102
Email: lwest@cullmanal.gov
Web: 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 2nd Avenue NE
Cullman, AL 35055
Phone: 256-734-9157
Email: info@cullmanrecreation.org
Web: 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 2nd Avenue NE
Cullman, AL 35055
Phone: (256) 734-1434
Email: cullmanpd@cullmanal.gov
Web: 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/
Email: hgriffith@cullmanal.gov (general)
Email: 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

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

LEGAL OFFICE

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

Location: Cullman City Hall
204 2nd Avenue NE
Cullman, AL 35055
Phone: (256) 775-7105
Email: lsatterfield@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

Signature: Emily Klair Brown Printed Name: Emily Klair Brown Title: manager
 Business Name (if applicable): If the Shoe Fits Business Address: 108 Clark Street NE Cullman, AL
 Phone Number: (256) 739-0262 Email Address: itffcullman@gmail.com APPROVE CLOSING? YES NO

Signature: Gabby Gibbons Printed Name: Gabby Gibbons Title: Manager
 Business Name (if applicable): Tre Bellezze Business Address: 103 1st Ave NE #130
 Phone Number: 256-338-0052 Email Address: trebellezze@gmail.com APPROVE CLOSING? YES NO

Signature: Jan M. Dunchoff Printed Name: _____ Title: _____
 Business Name (if applicable): Flavors Bakery Business Address: 101 1st Ave NE Ste 100 Cullman, AL
 Phone Number: 256-465-2283 Email Address: flavorsbakery@yahoo.com APPROVE CLOSING? YES NO

Signature: Jose Campos Printed Name: Jose Campos Title: owner
 Business Name (if applicable): Beard & Shears Business Address: 100 1st Ave NE Cullman, AL
 Phone Number: 256-930-7753 Email Address: _____ APPROVE CLOSING? YES NO

Signature: Allyssa Jackson Printed Name: Allyssa Jackson Title: Manager
 Business Name (if applicable): Lavish Business Address: 105 1st Ave NE
 Phone Number: 205-265-2011 Email Address: lavishboudoir@cullman.com APPROVE CLOSING? YES NO

Signature: Kim Young Printed Name: Kim Young Title: _____
 Business Name (if applicable): Wells Fargo Business Address: 104 1st Ave NE
 Phone Number: _____ Email Address: Kim.Young@wellsfargo.com APPROVE CLOSING? YES NO

[Signature]
Signature

Emily Brissman
Printed Name

owner
Title

Sips n Smokes
Business Name (if applicable)

107 1st Ave NE
Business Address

256 338 0333
Phone Number

emily.brissman13@gmail.com
Email Address

APPROVE CLOSING? YES NO

[Signature]
Signature

Leann Boatright
Printed Name

Co-owner
Title

Chat + Chew
Business Name (if applicable)

112 Clark St. NE Cullman, AL 35055
Business Address

256-507-4770

256-347-3084
Phone Number

allaboutthegrace@gmail.com
Email Address

APPROVE CLOSING? YES NO

[Signature]
Signature

Jay Keifer
Printed Name

owner
Title

Frios
Business Name (if applicable)

108 Clark St.
Business Address

256-339-4945
Phone Number

Email Address

APPROVE CLOSING? YES NO

Introducing 2024 Festival Map and Themes



August 9th

Rain Date 8/10

Beach Balls & BBQ

July 12th

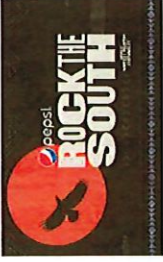
Rain Date 7/13

Red, White, and Rock

June 14th

Rain Date 6/15

The Dog Days of Summer

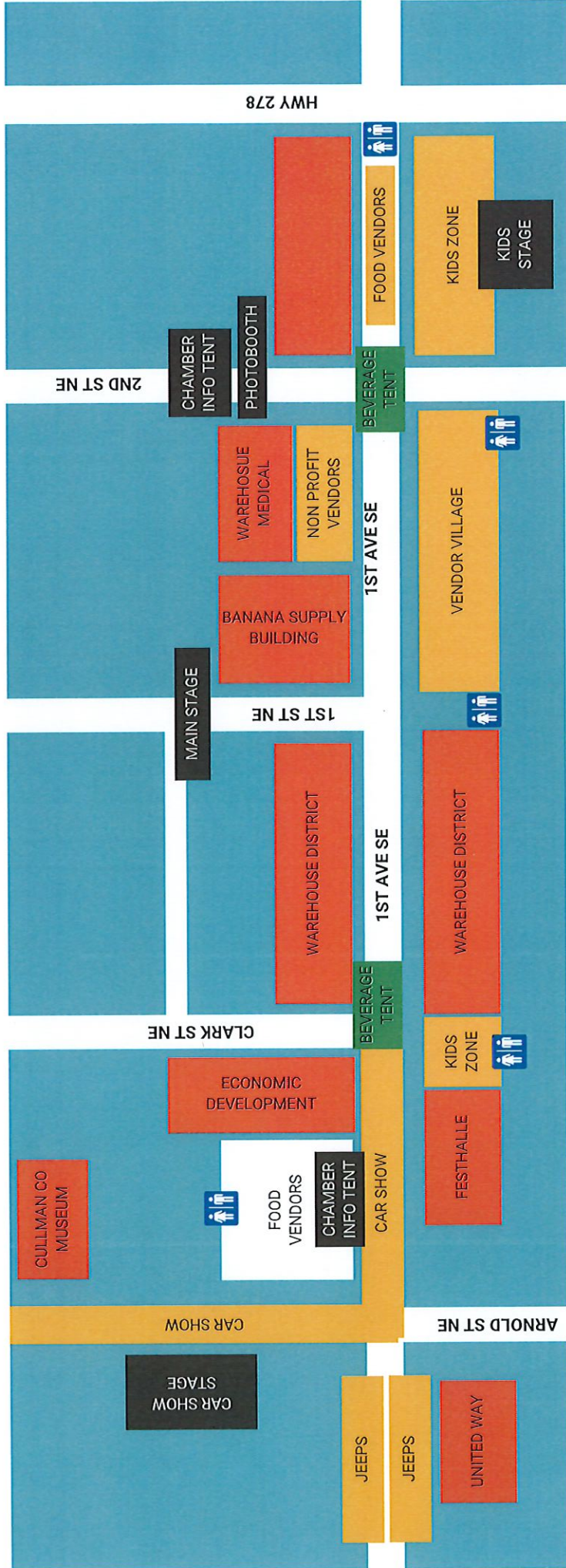


DENTAL ARTS

CULLMAN CHAMBER

2ND FRIDAYS

EAT LOCAL 2 0 2 4 SHOP LATE

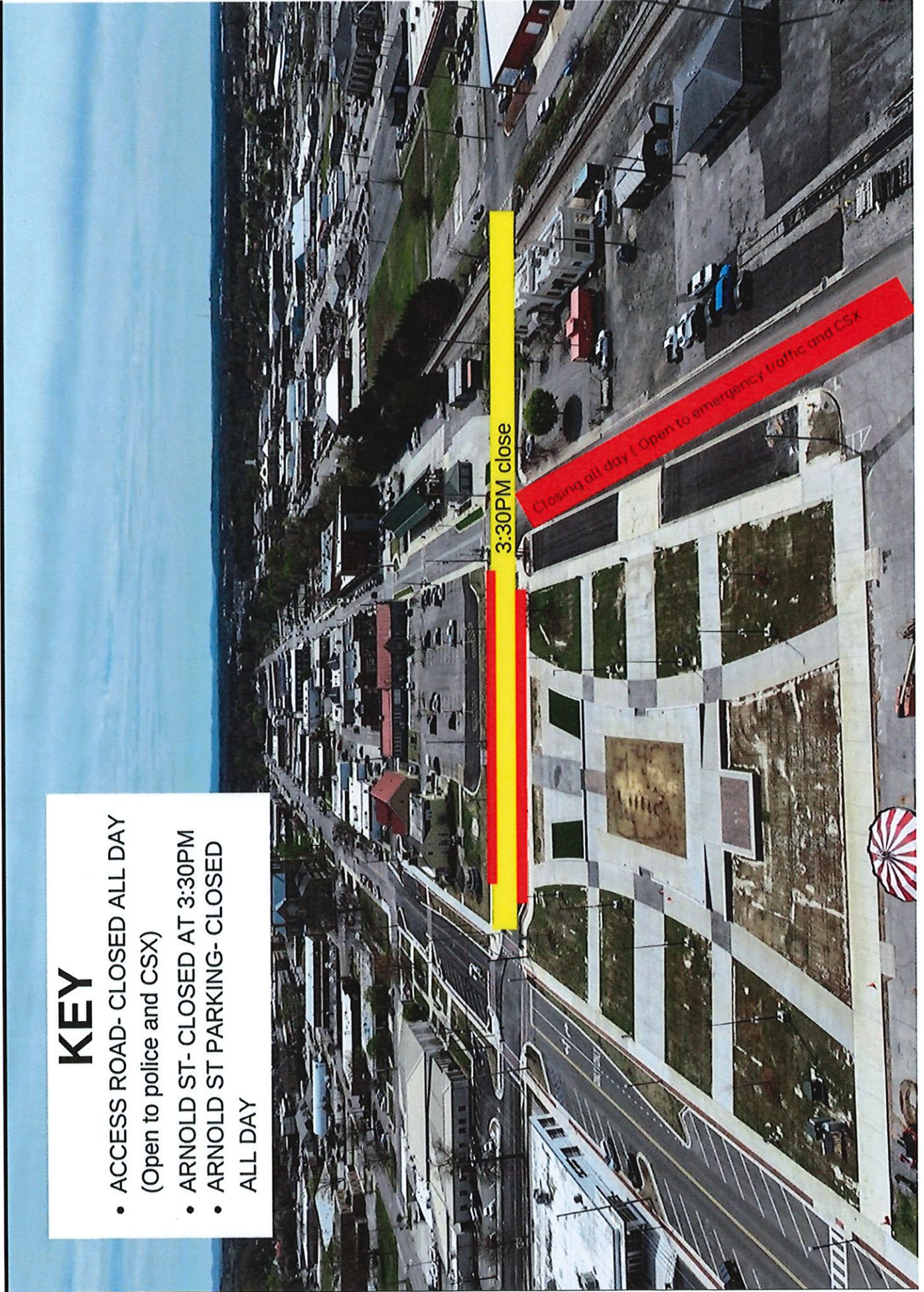


Thank you to our 2024 Sponsors



KEY

- ACCESS ROAD- CLOSED ALL DAY
(Open to police and CSX)
- ARNOLD ST- CLOSED AT 3:30PM
- ARNOLD ST PARKING- CLOSED
ALL DAY



KEY

- ARNOLD ST- CLOSED AT 3:30PM
- ARNOLD ST PARKING- CLOSED ALL DAY
- 1ST AVE- CLOSED AT 2PM
- CEDA LOT- CLOSED ALL DAY

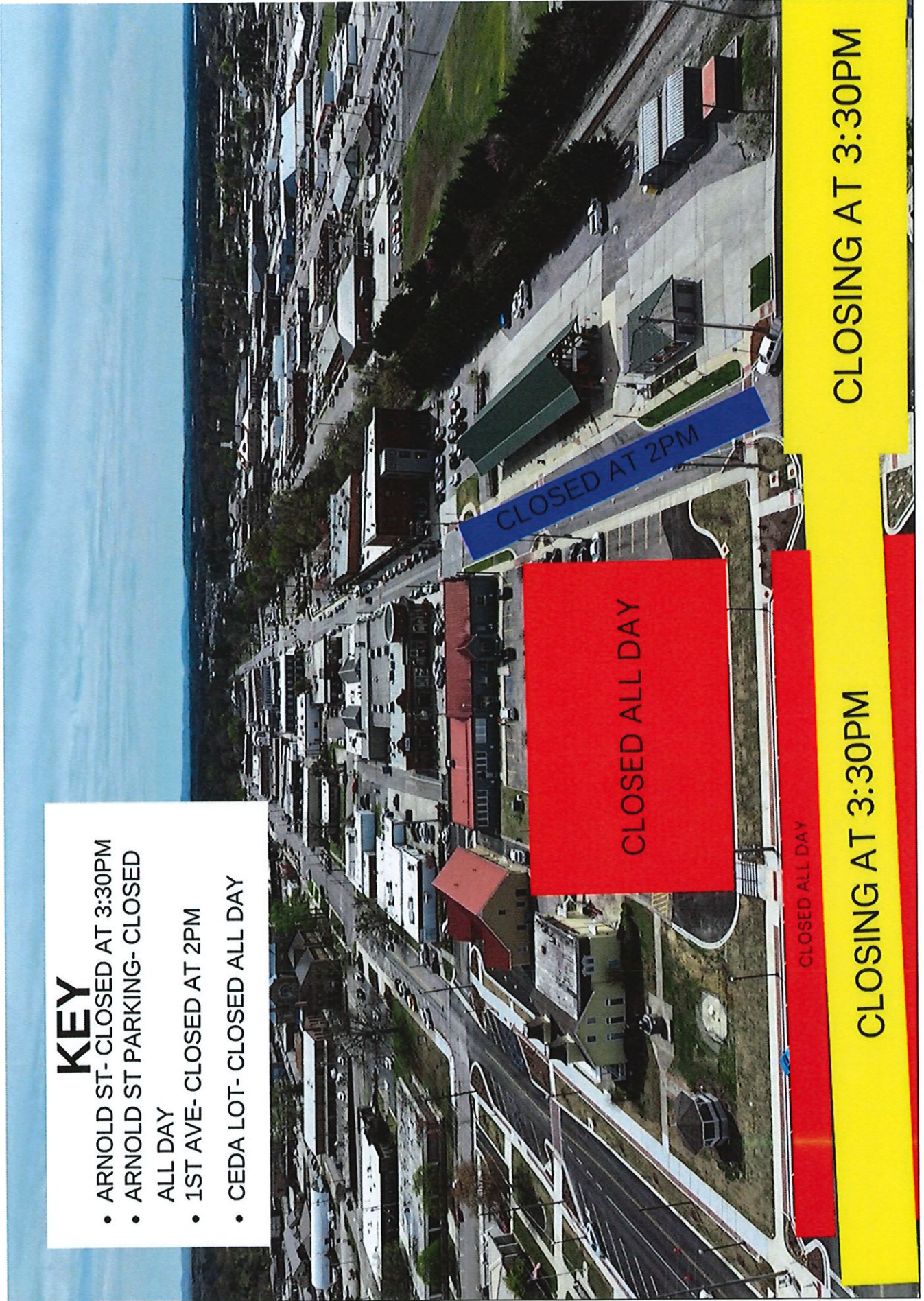
CLOSED ALL DAY

CLOSED AT 2PM

CLOSED ALL DAY

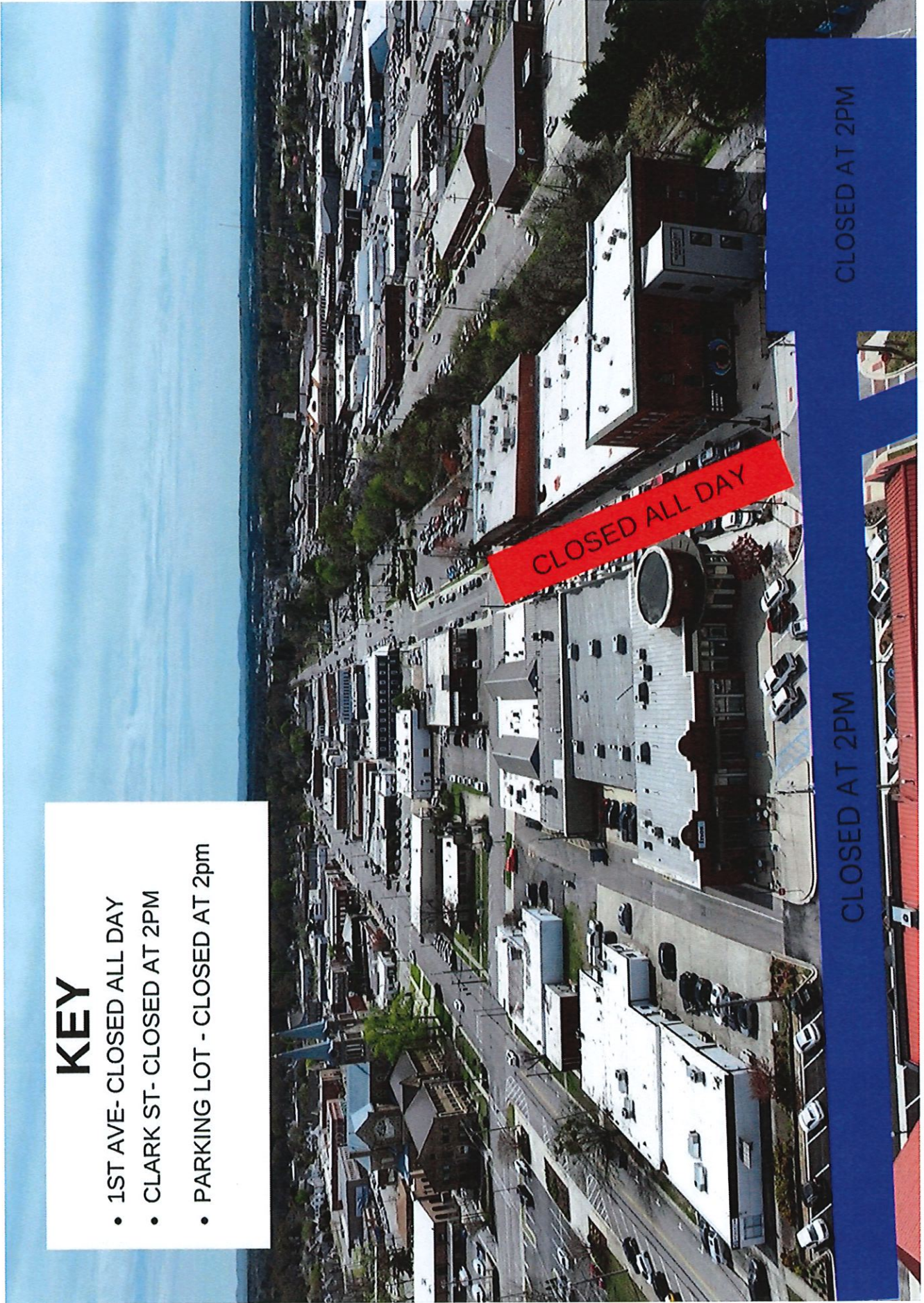
CLOSING AT 3:30PM

CLOSING AT 3:30PM



KEY

- 1ST AVE- CLOSED ALL DAY
- CLARK ST- CLOSED AT 2PM
- PARKING LOT - CLOSED AT 2pm



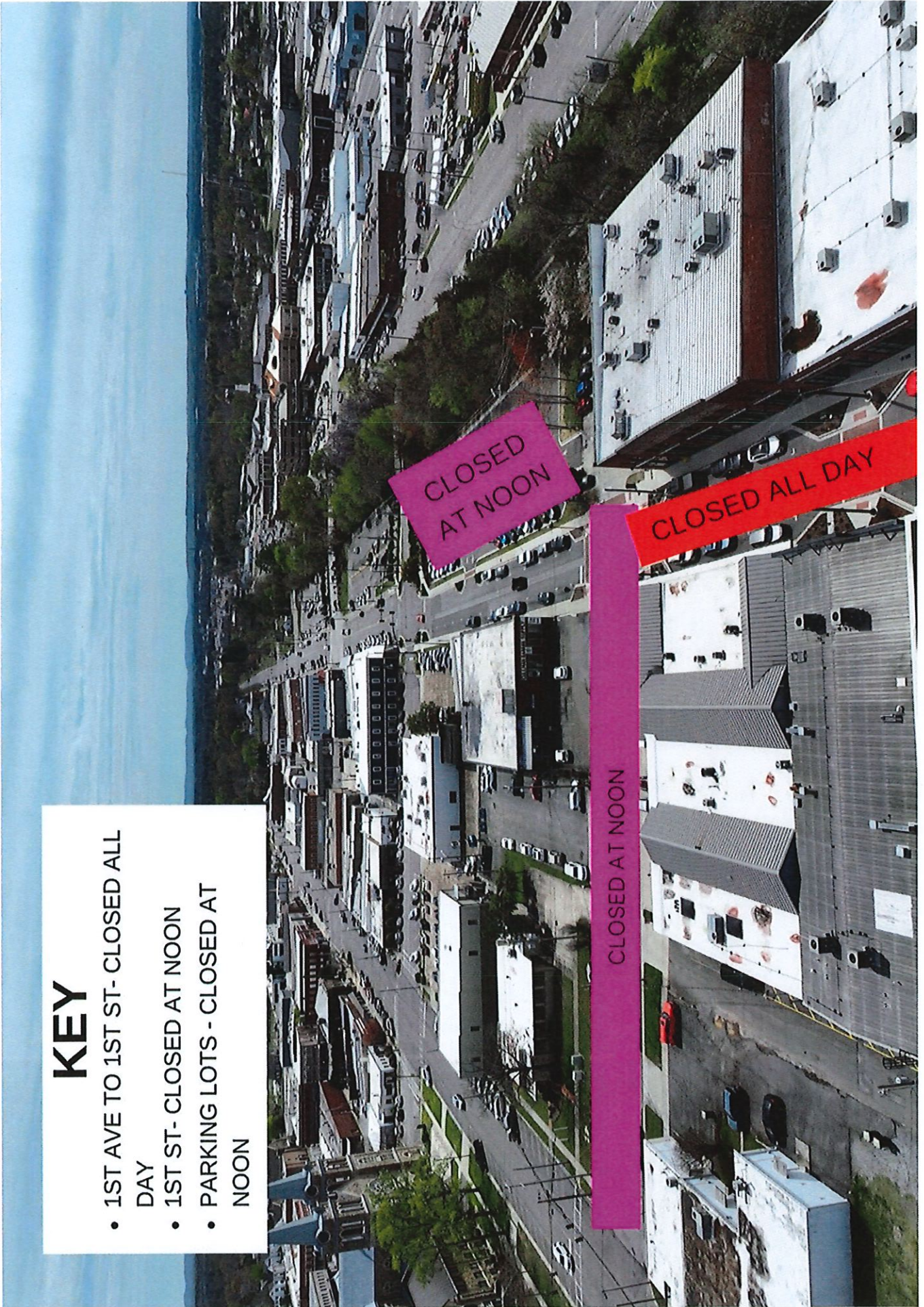
KEY

- 1ST AVE TO 1ST ST- CLOSED ALL DAY
- 1ST ST- CLOSED AT NOON
- PARKING LOTS - CLOSED AT NOON

CLOSED AT NOON

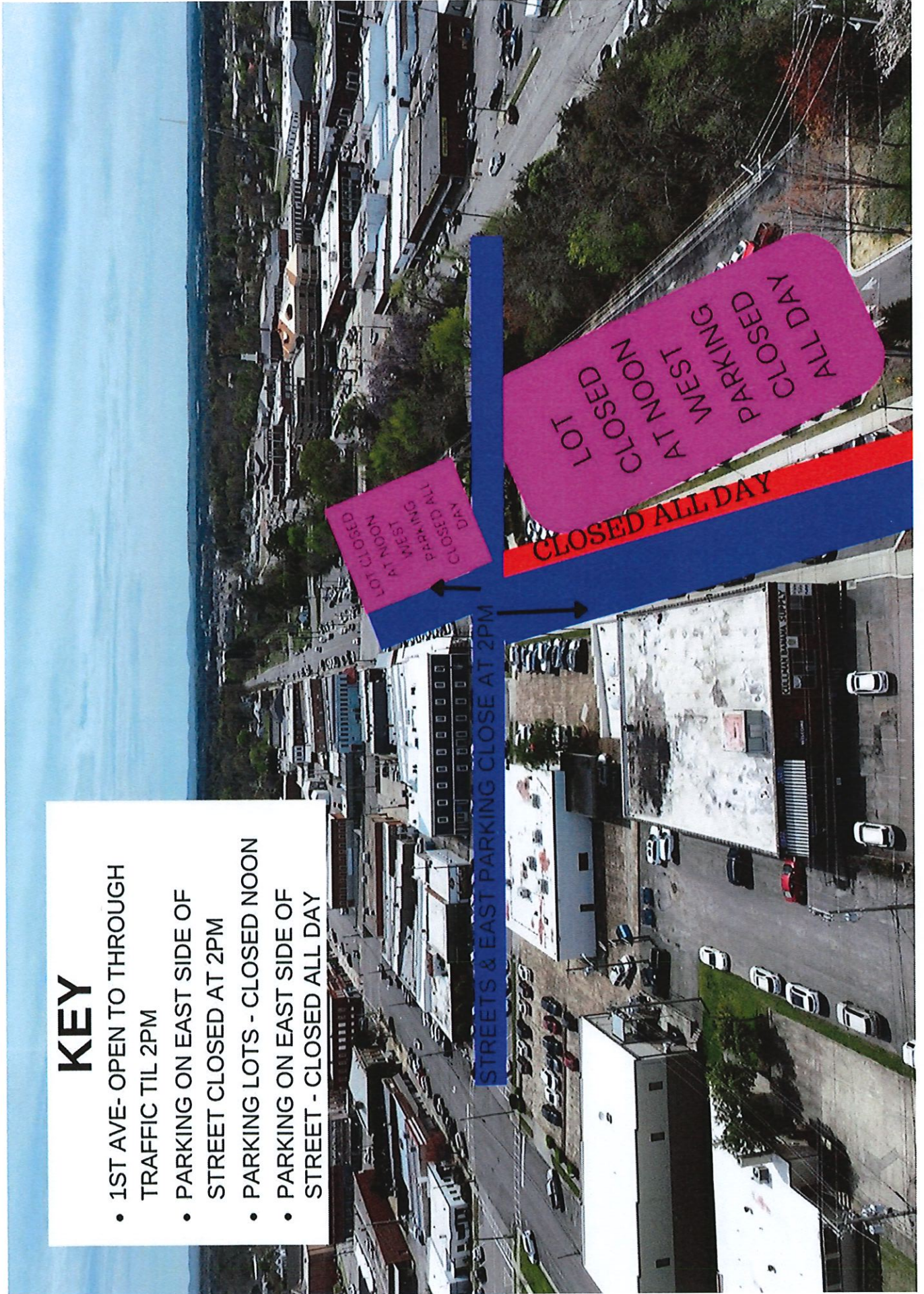
CLOSED AT NOON

CLOSED ALL DAY



KEY

- 1ST AVE- OPEN TO THROUGH TRAFFIC TIL 2PM
- PARKING ON EAST SIDE OF STREET CLOSED AT 2PM
- PARKING LOTS - CLOSED NOON
- PARKING ON EAST SIDE OF STREET - CLOSED ALL DAY





CULLMAN CHAMBER

OPENING DOORS TO OPPORTUNITY

2nd Friday's Severe Weather Plan

In the event of severe weather, the Cullman Area Chamber of Commerce will cancel our 2nd Friday's event for the safety of staff, vendors, and attendees. In the event of a cancellation, rain dates for 2024 will be the following Saturday as listed below.

2024 Reschedule Rain Dates:

- Saturday, June 15th
- Saturday, July 13th
- Saturday, August 10th



Joey Orr, President
Cullman Area Chamber of Commerce

301 2nd Avenue SW
Cullman, AL 35055

P.O. Box 1104
Cullman, AL 35056-1104

Info@cullmanchamber.org
256-734-0454

CULLMANCHAMBER.ORG

EVENT SAFETY & PLANNING CHECKLIST

PLANNING AND PREPARATION

The success of an event is measured in many ways –but events must also be measured in terms of safety. Event organizers have a duty of care to provide a safe working environment and to ensure that people are not exposed to risks to their health and safety.

These checklists will provide a guide to many of the issues to be considered when organizing your event. Depending on the nature of your event some of these issues may require more detailed assessment and provision of information prior to going ahead.

CONSULTATION WITH STAKEHOLDERS

Stakeholders in any event include: event organizers; public safety officers, volunteers; service and service providers e.g.: *catering, amusement device owners /operators*; emergency services; facilities management (*re: services, maintenance, rubbish/waste removal and cleaning, space bookings, parking and vehicle movements*); security.

Proactive planning by event organizers means nothing should be left to chance. Using a systematic process of identification, assessment and control, relevant safety risks can eliminate or minimize the risk of untoward outcome for the event and the organizer.

When planning your event, it is important to remember that each event is different; from the type and number of people attending, to the nature of the event. Good planning means being prepared well in advance and ensuring that safety is a priority throughout the event, including initial pre-event set up and dismantle.

Event Details

Event Name	2nd Fridays	
Event Description		
Venue	Warehouse District - Cullman	
Proposed Venue or Location (description)	Map Attached	
Location Address		
Proposed Event Dates	From: June 14th, July 12th, August	To: 9th
Estimated Attendance (per day)	8,000 - 10,000	
Total Attendance (multi-day event)	3 days total	

Event Organizer Details

Group	Cullman Area Chamber of Commerce		
Address	301 2nd Ave SW Cullman, AL 35055		
Main Contact Person	Katie Walker, Director of Events		
Position	Director of Communications & Events		
Phone	256 734 0454	Fax	N/A
Mobile	256 318 9870	Email	Kwalker@cullmanchamber.org

Key Event*Complete with all relevant contacts - internal and external***Contacts**

Name	Role	Responsibility	Contact details
Katie Walker	Event Manager (if different from above)	Vendors, food trucks	Cell: 256 318 9870 Kwalker@cullmanchamber.org
Joey Orr	President	car show, jeeps	jorr@cullman@cullmanchamber.org
Noah Carpenter	membership	safety and entertainment and site logistics	ncarpenter@cullmanchamber.org

Jamie Crook	Finance	Event Assistant	jcrook@cullmanchamber.org
Brittany Branch	Administrative Assistant	Kid Zone	bbranch@cullmanchamber.org

SEE ATTACHED - N/A

Other Key Contacts

Suppliers

E.g.: equipment, catering, etc.

Organization	Contact name	Service	Contact details	Notes
CPRST	Christy Turner	Alcohol	256 339 7361	

Authorities (fire, police, first aid, etc.)

Organization	Contact name	Service	Contact details	Notes
Fire Dept.	Brian Bradberry	EMT/ Fire	256 775 7186	

Artists / Entertainment

Organization	Contact name	Service	Contact details	Notes

Venue Contact Details -Internal and External Venues

Name:		Email:
Phone:	N/A	Mobile:
Venue Contact Date:		Venue Contact Method:
Venue Paperwork Sent:		Venue Response:
Additional requirements/negotiations:		

Event Task List **N/A - SEE ATTACHED**

Production Schedule event: *PRIOR TO EVENT DAY*

Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete

Production Schedule event – *EVENT DAY*

Task	Start	Finish	Resources/ who	Notes	In Hand	Complete

Production Schedule event – *POST EVENT*

Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete

Safety Checklist for Events:

Hazards/ Issues or Tasks	Applies/ Checked	Additional Actions required
1. EVENT ACCESS AND EGRESS		
Entry / Exit areas are clear and accessible for staff and expected attendees	✓	will keep roads accessible + unblocked in case of emergency
Entry / Exit area are adequate for emergency exit and emergency services	✓	will ensure safety vehicles can get through entire event area
Thoroughfares are well defined and clearly marked	✓	will have signage displayed

2. TRAFFIC FLOW	Applies/ Checked	Additional Actions required
N/A		

Clearly defined areas/paths for traffic – separated from pedestrian thoroughfare		N/A - see map attached
Provision for safe passage of emergency / other vehicles through pedestrian traffic		N/A
Controlled traffic flow and adequate signage for traffic erected		N/A
Traffic management staff wear appropriate high visibility protection and carry communication devices		N/A
Adequate parking areas to cater for the expected vehicle numbers attending the event		N/A
Adequate parking supervision		N/A
Adequate training of traffic management staff, and are traffic management staff are positioned in the correct location as planned		N/A

3. AMENITIES	Applies/ Checked	Additional Actions required
Adequate provision /location of toilets and hand washing facilities -	✓	Will provide portable toilets
Availability of drinking water for staff and attendees	✓	Will have water stations throughout
Adequate facilities for food catering preparation and clean up	✓	Food trucks
Adequate shade from sun / availability of sunscreen as required for staff or attendees	✓	will be available at Chamber tent

4. EVENT SIGNAGE	Applies/ Checked	Additional Actions required
Adequate signage for entries, exits, water, toilet facilities, waste or recycling bins etc.	✓	All signs must be illuminated during hours of darkness. Will provide signage
Adequate signage for any hazardous /restricted areas	N/A	N/A
Clearly signed First Aid services and fire extinguisher locations	✓	will provide 1st Aid area + signage

5. EVENT EMERGENCY PROCEDURES	Applies/ Checked	Additional Actions required
Emergency Response Plan documented and in place	✓	
Emergency Response personnel trained to carry out plan for event emergency	✓	
Current site maps available to all staff, emergency services and other relevant parties	✓	site Maps Attached

6. FIRE PREVENTION	Applies/ Checked	Additional Actions required
Suitable fire extinguishers are in appropriate areas, tested and in date.	✓	
Event personnel are trained in extinguisher use where appropriate.	✓	
All staff and volunteers are aware of the emergency evacuation procedures relevant to the planned event.	✓	

7. FIRST AID	Applies/ Checked	Additional Actions required
First Aid Stations suitably located, clearly signed and accessible .	✓	
First Aid facilities suitable for type of event.	✓	will include cooling stations
Effective means of communication provided between event personnel and First Aid facilities or personnel.	✓	use of cell phones/walkies

8. ELECTRICAL POWER/ GENERATORS			
Power access required?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Details of power required	Generator	Phase	240V
Contact details for power:			
Cullman Electric Cooperative	Name:		Phone
Cullman Power Board	Name:	Allison Bright	Phone 256 734 2343
Generator Hire	Name:		Phone
Power site plan attached	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	

9. UTILITIES / SITE SERVICES	Applies/Checked	Additional Actions required
Location of all site underground services (power/gas/electrical services /mains etc.) and overhead power lines have been identified		
Relevant personnel have maps or information identifying site underground and overhead services	<input checked="" type="checkbox"/>	
Any unsafe or restricted areas are communicated to the Event Coordinator	<input checked="" type="checkbox"/>	
Additional or alternate waste removal services have been arranged with Facilities.	<input checked="" type="checkbox"/>	
Adequate number of recycling and general waste have been organized and located.	<input checked="" type="checkbox"/>	

10. PERMITS, LICENSING AND REGISTRATIONS	Applies/Checked	Additional Actions required
1. Mobile plant (forklifts, cranes, etc.) are only operated by licensed or certified operators.	N/A	
2. Event LPG/dangerous goods storage meets legal requirements.	N/A	
3. Alcohol consumption for events: An alcohol permit is required or existing facility licenses are extended for the event.		
Alcohol will be provided for this event:	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If yes, has an application for a Liquor License been made?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
		Attach a copy of the application. Date of application.

Liquor Management Plan - Responsible Service of Alcohol practices in place <i>Cullman City Parks + Recreation</i>					
4. Provision of Food					
1. Name:		Food License /Permit	Yes	No	Attach License copy
Contact person:	<i>Kelly Pulliam</i>	Phone	<i>256 338 5133</i>		
Mobile		Email			
2. Name:		Holds Food License /Permit	Yes	No	Attach License copy
Contact person:		Phone			
Mobile		Email			
If group <u>does not</u> hold a food license – what food safety control measures will be used to ensure the health of people attending the event?					
Food Safety Plan to be implemented:					
Approved: (Name) _____		Yes:	No:		
Additional food safety measures required.					
6. Special event road closure authorized					

11. STAGING AND PLATFORMS, MARQUEES, STALLS, VANS OR OTHER TEMPORARY STRUCTURES	Applies/Checked	Additional Actions required
All stages are signed off by a City of Cullman building inspector and are erected by personnel with appropriate training and certifications (as required)	✓	
Platforms are continuously monitored, particularly in extreme weather conditions	✓	
Adequate access and egress around all staging and platforms for event patrons and emergency services	✓	
Marquees, tents, food vans or other structures are erected or sited securely and do not encroach on thoroughfares/ clear paths.	✓	
12. NOISE	Applies/Checked	Additional Actions required
The event will include amplified music, speeches etc.	Yes <i>X</i>	No
Details of expected event noise: <i>2 bands, 1 large band, 1 small band, crowd noise</i>		

Noise control measures to be used to minimize disruption to City of Cullman activity and adjoining neighborhood:

13. WORK AT HEIGHTS – Banner, flags or signs erection	Applies/Checked	Additional Actions required
Permission is obtained from Facilities Management for erection of banners or other large display items.	N/A	
Ladders are well maintained and suitable for work undertaken & weight – (industrial rated)	N/A	
No work done from ladders unless 3 points of contact able to be maintained always <i>e.g.: 2 feet and 1 hand.</i>	N/A	
Assistance of a second person is provided where required <i>e.g.: holding ladder for stability, carrying and erecting.</i>	N/A	
Right type of equipment is used for the height access job (<i>i.e. ladder, cherry picker, etc.</i>)	N/A	
Boom lifts (cherry pickers) operators use appropriate safety body harnesses attached to bucket.	N/A	
14. MANUAL HANDLING/LIFTING	Applies/Checked	Additional Actions required
All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying	✓	
Loads can be delivered as close as possible to area using vehicle or mechanical aids (e.g. trolley)	✓	

15. WEATHER CONDITIONS	Applies/Checked	Additional Actions required
Current National Weather Service information is checked for adverse weather conditions http://www.weather.gov		
Weather conditions are planned for and monitored.	✓	Rain dates will be the following Saturdays.
Wind speeds are monitored		
16. PERSONAL PROTECTIVE EQUIPMENT (PPE)	Applies/Checked	Additional Actions required
All tasks to be undertaken by staff and volunteers are checked for the right PPE required and PPE is provided if needed (<i>e.g. gloves, aprons, earplugs, closed toe shoes, waterproof jacket, etc.</i>) – Separate risk assessments may be required for high-risk tasks.	✓	Will provide gloves and sunscreen
Personnel are trained in using, maintaining and storing the PPE.	✓	
High visibility safety clothing must be worn by event staff always when it is important for a person in a situation to be easily seen.	✓	
17. SECURITY		

Appropriate security levels have been arranged with Cullman City Police or organized externally for the event:		✓	
Number of security personnel required:		Provide copy of schedule: <i>Attached</i>	
Name of external security company at event		License No:	
Security company contact name:		Phone:	
Email address		Fax	
Crowd control measures to be used:			
Cash handling safety procedures or arrangements have been made and will be implemented			

18. ACCESSIBILITY	Applies/Checked	Additional Actions required
Ramps are in place to provide access into buildings	✓	
Handicapped Parking is available close to the event	✓	
The event itself is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc.)	✓	
Entry / Exit area is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc.)	✓	

Additional Information

see map attached

UNFENCED OR UNTICKETED EVENT CHECKLIST

Complete	Non-Applicable

Planning & Management
Risk Assessment
Build-up/Breakdown
Crowd Management
Crowd Information
Major Incident Planning & Emergency Access
Communication
Performers
Children
Information & Assistance
Venue & Site Design
Food & Drink
Waste

INSPECTIONS & REVIEWS

Complete	Non-Applicable

Fire Inspection
Structural & Electrical Inspection
Risk Management Reviews
Transportation Management Review
Medical Plan Review

COMMENTS:

SIGNATURE OF EVENT COORDINATOR: _____



2nd Fridays | June 14, 2024 | 5:30 – 10:00 pm

Time	Activity	Location	Contact
8:00 am	Warehouse district roads CLOSED		
8:00 – 1:00	Chalk out vendor spaces. Tables put out. Signage out Caution tape for potties out		Chamber Staff
1:00 pm	All roads begin closing. Stage set up begins		Street Department 256-796-1336
2:00pm	Parking lots to close		
3:00 – 4:30 pm	Vendors arrive for set up Tow Truck circling		Katie Walker 256-318-9870
3:00 – 4:30	Kidz Zone Deliveries		Brittany Branch
3:00 – 5:00 pm	Cars arrive for Cruise In	Arnold St & 1 st Ave	
4:00 – 5:30	Bands arrive for set up		Noah Carpenter
6:00 – 10:00	Bands play with breaks throughout		
10:00 pm	Tear down/ Clean up		Chamber Staff

July Entertainment:

- Band TBD - Main Stage 6:00pm-8:00pm
- Band TBD – Main Stage 8:00pm-10:00pm
- Band TBD - Car Show Stage 6:00pm-8:00pm
- Band TBD – Car Show Stage 8:00pm-10:00pm
- Kid Zone Stage – Performances TBD