



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 frame in mind when making commitments, advertising, etc.

Permits are required for certain events in the City of Cullman that require closing and/or use of streets, sidewalks, parks & recreational facilities, or other public property; involve amplified speaking/music or other excessive noise on public or private property; or otherwise fall under the category of "special event" as per City ordinance. If you are unsure whether your event qualifies as a "special event," contact the [City Clerk's Office](#).

EVENT INFORMATION

- ADMINISTRATIVE USE -

NAME OF EVENT: Cullman Wild Game Cook-Off **Organizer:** Tommy Tidwell, Alabama Wildlife Federation

DATE(s): 4/3/2025 **tommyt@alabamawildlife.org 334.285.4550**

TIME(s): 5:00PM-9:30PM Set up morning of event starting at 8:00AM

LOCATION(s)/ADDRESS(es) Festhalle Farmers Market

Attach map or diagram? ☒ Yes ☐ No

TYPE OF PROPERTY (select all that apply)

- ☒ **Public Street and/or Sidewalk**
☒ **City Park or Recreational Facility** ([CPRST](#) must approve)*

* Name of Park or Facility: Festhalle Farmers Market

Authorizing CPRST employee: Kelly Pulliam

☐ **Private Property Owned by You**

☐ **Private Property Owned by a Third Party***

* Name of Owner/Manager: _____

Attach written authorization? ☐ Yes ☐ No

TYPE OF EVENT

- ☐ **5K/10K Run** (Call [City Clerk](#) for approved routes.)
☐ **Parade/Procession**
☐ **Race/Ride**
☐ **Festival/Concert**
☐ **Protest/Picket/Rally** (Call [Police Department](#) for rules.)
☐ **Block Party**
☒ **Other:** Wild Game Cook-Off & Fundraiser

SIZE OF EVENT (Expected Maximum Attendance)

- ☒ **Small Event** (<500)
☐ **Medium Event** (500-5000)
☐ **Large Event** (5000+) ☐ **Attach safety/operation plans.**

Safety/operational plans **MUST** be submitted for large events.

IS THIS A 501(C)(3) CHARITY EVENT? ☒ Yes ☐ No

If yes: Alabama Wildlife Federation, Inc. 63-0496911
 Entity Name 501(c)(3) Number

Date Rec'd: P. Leslie 2.3.2025

MAYOR'S OFFICE

☐ Approved ☐ Denied

☒ Conditionally Approved: _____

DocuSigned by:

Wody Jacobs

400E00A02B0046A...

Mayor

POLICE

☐ Approved ☐ Denied

☒ Conditionally Approved: _____

Signed by:

☒ *Joey Duncan*

C2A1F64700F64E6...

Chief or Designee

FIRE/RESCUE

☐ Approved ☐ Denied

☒ Conditionally Approved: _____

Signed by:

☒ *Darren Peoples*

FEB2FBDE71FA48B...

Chief of Designee

CPRST

☐ Approved ☐ Denied

☐ Conditionally Approved: _____

☒

Director or Designee

CITY OF CULLMAN SPECIAL EVENT PERMIT APPLICATION

**See page 7 for information on contacting departments.
See page 8 for information on cost/fees/deposits.**

PERMISSIONS REQUESTED

1. Does the event include the **USE** of public streets or sidewalks? ☒ YES ☐ NO
If yes, describe: 1st Avenue NE from Clark St NE to Arnold St NW

2. Does the event include the **CLOSING** of public streets or sidewalks? ☒ YES ☐ NO
If yes, list here: 1st Avenue NE from Clark St NE to Arnold St NW

If requesting street closing:

- You **MUST** obtain written approval of all property owners/managers/residents affected by the closing. (See page 9 for a sample form you can use for this purpose)
- You **MUST** ensure that adequate ingress and egress paths for fire, medical, and police emergency response is maintained at all times; coordinately 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.

3. Does the event require the use of City-owned removable barricades? ☐ YES ☒ NO

If requesting the use of removable barricades:

- You **MUST** contact the Street Department to coordinate delivery & payment.

4. Does the event require the use of downtown bollards? ☒ YES ☐ NO

If requesting the use of downtown bollards:

- You **MUST** call (256) 775-7145 to coordinate the raising & lowering of the bollards.
- You **MUST** contact the City Clerk's Office to make payment.

5. Will the event include amplified music/speaking or excessive noise? ☒ YES ☐ NO

If using amplified music/speaking or other excessive noise:

- The event must conclude by 10PM, unless otherwise authorized.
- Complaints will be investigated by the Police Department.

6. Will your event include food or drink vendors? ☐ YES ☒ NO

If event includes food or drink vendors:

- You are responsible for ensuring that vendors obtain all necessary permits, licenses, and permissions.

7. Will alcohol be served/sold at this event? ☒ YES ☐ NO

Have you contacted CPRST concerning serving/selling alcohol?

☒ YES ☐ NO ☐ N/A

If alcohol will be sold/consumed:

- For events in the downtown area or at City parks or recreational facilities, you **MUST** contact CPRST **BEFORE** submitting this application
- For events in other locations, you **MUST** obtain all applicable permits, licenses, and permissions.
- Events involving alcohol require a minimum of two (2) police officers on site at organizer's expense.

8. Will your event include vendors of crafts or other items? ☐ YES ☒ NO

If event involves craft or other vendors:

- You are responsible for ensuring that vendors obtain all necessary permits, licenses, and permissions.

Event organizer responsible for coordinating & paying costs for assistance needed from City departments

City of Cullman | CullmanAL.gov | 256-775-7109 | cityhall@cullmanal.gov | 204 2nd Avenue NE | P.O. Box 278 | Cullman, AL 35056

**CITY OF CULLMAN
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9. Will your event include food trucks? ☐ YES ☒ NO

If event involves food trucks:

- Food truck vendors are required to have a current inspection on file with the Fire Marshal's office.

10. Will your event involve pyrotechnics (fireworks) or fire (bonfires, etc.)? ☐ YES ☒ NO

If event includes fireworks, bonfires, etc.:

- You **MUST** contact the Fire Marshal regarding permits and additional city and state requirements.

11. Will your event involve the use of portable toilets? ☐ YES ☒ NO

If event includes portable toilets:

- You are responsible for obtaining all necessary permits, licenses, and permissions.

12. Are you requesting police services OR are police officers required by City? ☒ YES ☐ NO

If yes, how many officers are you requesting? 2

If police officers are requested or required:

- Chief has final discretion on services & number of officers.
- You **MUST** pay off-duty rate for police officers. Rates are listed on page 8.
- A minimum of two (2) officers required at events involving alcohol, at organizer's expense.

13. Are you requesting fire, EMT, or telecommunicator services? ☐ YES ☒ NO

If yes, how many personnel are you requesting? _____

If fire, EMT, or telecommunicators are requested or required:

- Chief has final discretion on services & number of officers.
- You **MUST** pay off-duty rate for fire/EMT/telecommunicator personnel. Rates are listed on page 8.

14. Any additional comments, information, or requests? ☒ YES ☐ NO

If yes, please use this space: Alabama Wildlife Federation, Inc. is a 501 C (3) & fully Tax Exempt Organization

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PLEASE READ BEFORE SUBMITTING THIS APPLICATION

PROCEDURE FOR OBTAINING A SPECIAL EVENT PERMIT

1. Completed, signed applications should be submitted at least thirty (30) days prior to the event.
2. Your application will be reviewed by the City Clerk's office to verify that it is valid and complete.
3. Your application will then undergo initial review by Police, Fire/Rescue, CPRST, and Mayor.
4. Your application will then be added to an upcoming City Council meeting agenda for Council approval.
5. Once your event 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. An event site map illustrating location of all tents, stages, viewing platforms, port-a-toilets, parking, waste receptacles, etc., shall also be provided.

- Use of parks & recreational facilities **MUST** be authorized by CPRST prior to application submission.
- Events involving the sale and/or consumption of alcoholic beverages require additional permits and/or licenses. You **MUST** contact CPRST prior to application submission.
- For property belonging to a third party, written authorization from property owner/manager is required.
- For street closings, you **MUST** attach written consent from all affected property owners/managers and maintain adequate ingress & egress paths for fire, police, or medical emergency response at all times.
- For races, runs, or walks, you **MUST** contact the City Clerk's Office for the preferred route.
- Events involving vendors require additional permits and/or licenses from the City Clerk's Office.
- Food truck vendors **MUST** have a current inspection on file with the Cullman Fire Marshal.
- Events involving loud noise or amplified music **MUST** conclude at 10PM, unless otherwise approved.
- Events involving pyrotechnics **MUST** be submitted thirty (30) days prior to the event and you **MUST** contact the Fire Marshal for additional city and state requirements.
- If assistance is needed from a City department, you **MUST** contact the department to coordinate said assistance. Fees may be assessed for said assistance and **MUST** be paid prior to the event.
- All local and state rules, regulations, ordinances and adopted codes must be adhered to at all times.

RIGHTS RESERVED BY THE CITY OF CULLMAN

The City of Cullman reserves the right to:

- Approve an event subject to requirements & 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; and,
2. The event organizer obtains/submits all required permits, licenses, and authorizations; and,
3. The event organizer pays all required fees, costs, and deposits; and,
4. The Special Event Permit is signed by the event organizer and the Mayor.

Event organizer responsible for coordinating & paying costs for assistance needed from City departments

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APPLICATION CHECKLIST

✓ I've 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've contacted CPRST to reserve a park or facility.	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
✓ I've contacted CPRST regarding alcohol sales/consumption at event.	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
✓ I've attached a detailed safety plan and site map (for large events).	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>	N/A
✓ I've included a map of street closings and/or race routes.	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
✓ I've included signatures of all parties approving street/sidewalk closures.	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	N/A
✓ I've contacted the Fire Marshal regarding the use of food trucks.	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>	N/A
✓ I've included written authorization by owner to use private property.	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>	N/A
✓ I've contacted the Police Dept. for rules regarding protests, rallies, etc.	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>	N/A
✓ I've paid, or agree to pay, all applicable fees & costs.	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A
✓ I have read and understand all event rules, regulations, and procedures.	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
✓ I have read and understand the rights reserved by the City of Cullman.	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	

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

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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.



Signature of Event Organizer

Feb. 3 2025

Date

Tim L. Gothard

Printed Name

Executive Director

Title (if applicable)

Alabama Wildlife Federation

Business or Organization Name (if applicable)

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CITY OF CULLMAN CONTACT INFORMATION

If you are unsure about what permits/licenses/permissions are required, call (256) 775-7104.

CULLMAN CITY HALL

Phone: (256) 775-7109

Email: cityhall@cullmanal.gov

CITY CLERK'S OFFICE

Permits/Licenses/Routes/Payments/Council Info

Permit procedures; race/walk/parade routes; vendor permits/licenses; payments; Council meeting info.

Location: 204 2nd Avenue NE, Cullman, AL 35055

Phone: (256) 775-7109

Email: pleslie@cullmanal.gov

CPRST (Parks, Recreation & Sports Tourism)

Park/Facility Reservation/Alcohol Sales info

Check availability of and reserve parks or recreation facilities; info for downtown events involving alcohol.

Location: 703 2nd Avenue NE, Cullman, AL 35055

Phone: (256) 734-9157

Email: info@cullmanrecreation.org

FIRE/RESCUE | FIRE MARSHAL

Food Truck Inspection/Pyrotechnic/Fire Permits/ Fire/EMT/Telecommunicator Services

Food truck inspection; permits for pyrotechnics, fires, etc.; fire/EMT/telecommunicator services; coordinate ingress/egress for fire/medical emergencies.

Location: 1920 Butler Street NW, Cullman, AL 35055

Phone: (256) 775-7186

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

CULLMAN COUNTY HEALTH DEPARTMENT

Food Preparation Permits/Portable Toilet Permits

Location: 601 Logan Avenue SW, Cullman, AL 35055

Phone: (256) 734-1030

PUBLIC SAFETY DIRECTOR

Large event safety & operational plans.

Location: 204 2nd Avenue NE, Cullman, AL 35055

Phone: (256) 775-7190

Email: bbradberry@cullmanal.gov

MAYOR'S OFFICE

Special Event Permit Issuance

Permit issuance after City Council approval. (Permit will be sent to you for your signature by DocuSign.)

Location: 204 2nd Avenue NE, Cullman, AL 35055

Phone: (256) 775-7102

Email: lwest@cullmanal.gov

POLICE DEPARTMENT

Security/Traffic Control/ Bollards/Rally Rules

Traffic control; security; raising & lowering of downtown bollards; rally/protest/picket rules & laws.

Location: 601 2nd Avenue NE, Cullman, AL 35055

Phone: (256) 734-1434 (regular hours)

Phone: (256) 775-7145 (after hours or bollards)

Email: cullmanpd@cullmanal.gov

STREET DEPARTMENT

Use of Removable Barricades to Close Streets

Use of City-owned removable barricades.

Location: 69 Mitchell Road NE, Cullman, AL 35055

Phone: (256) 775-8441

**For the raising and lowering of bollards
downtown, call 256-775-7145.**

LEGAL OFFICE

Permit Rules & Regulations/Legal Questions

Location: 204 2nd Avenue NE, Cullman, AL 35055

Phone: (256) 775-7105

Email: lsatterfield@cullmanal.gov

CITY COUNCIL MEETINGS

2nd & 4th Mondays, 7PM (unless otherwise posted)

Your attendance at the City Council meeting is not required for the issuance of your permit, although all meetings are open to the public.

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LIST OF COSTS ASSOCIATED WITH CERTAIN CITY SERVICES

OFF-DUTY POLICE OFFICER RATES

EVENTS WITH LESS THAN 20,000 ATTENDEES	EVENTS WITH OVER 20,000 ATTENDEES
\$45.00/hourly per officer Normal Rate*	\$55.00/hourly Normal Rate*
\$50.00/hourly per officer Events Involving Alcohol**	\$60.00/hourly Events Involving Alcohol**
* Minimum four (4) hours required. ** Two (2) or more officers required for events involving alcohol consumption/sales.	* Minimum four (4) hours required. ** During event only, accounting for reasonable time prior to & after event.

OFF-DUTY FIRE, EMT/PARAMEDIC, OR TELECOMMUNICATOR RATES

EVENTS WITH LESS THAN 20,000 ATTENDEES	EVENTS WITH OVER 20,000 ATTENDEES
\$45.00/hourly Normal Rate	\$55.00/hourly Normal Rate
\$50.00/hourly Events Involving Alcohol	\$60.00/hourly Events Involving Alcohol
* Minimum four (4) hours required.	* Minimum four (4) hours required. ** During event only, accounting for reasonable time prior to & after event.

USE OF DOWNTOWN BOLLARDS

\$50.00 per street.

USE OF REMOVABLE BARRICADES

No fee or deposit required.

All barricades must be present at the site and in the same condition as they were prior to the event when picked up by the City of Cullman.

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Road Not Closed

XXXXXX

Bathrooms



Cullman Oktoberfest

Road Closed

Festhalle Farmers Market

Cook Teams

Cook Teams

XXXXXX Technology Village Cullm

150 ft

45 ft