



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 Friday Cruise-in
2nd Friday Cruise-in

DATE(S) OF EVENT: 9/12/25, 10/10/25, 11/14/25.

TIME(S) OF EVENT: 6:00 pm - 9 pm

EVENT TYPE:

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

Parade/Procession

Race/Ride

Festival/Concert

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

Block Party

Other Car Cruise-in

DESCRIPTION OF EVENT: Car Cruise-in, to extend the 2nd Friday Cruise-in in the same area where the cars are parked for the event and, also park legally down the Warehouse District where the string lights are over the streets. Participants will be responsible for keeping the area clean, no loud stereos, no burnouts, follow the law

SIZE OF EVENT (Estimated 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: Jeff Harris

Title: Car Show Organizer

Organization: NA

Address: 842 Scenic Drive NE
Cullman AL 35055

Phone Number(s): 256-338-8753

Email Address(es): jharris@crosscreektractor.com

- FOR ADMINISTRATIVE USE ONLY -

DATE SUBMITTED: 8.28.2025 / pl

DEPARTMENTAL INITIAL REVIEWS

MAYOR'S OFFICE

Approved **Conditionally Approved** Denied

Comments/Concerns: _____
 DocuSigned by:
Nathan Anderson
 438E68A82D0046A... 08/28/2025
 Mayor Date

POLICE DEPARTMENT

Approved **Conditionally Approved** Denied

Comments/Concerns: _____
 Signed by:
Joy Duncan
 C3A1F01790E04E0... 08/28/2025
 Police Chief or Designee Date

FIRE DEPARTMENT

Approved **Conditionally Approved** Denied

Comments/Concerns: _____
 Signed by:
Darren Peoples
 FEB2FB9E74CA489... _____
 Fire Chief or Designee Date

CPRST

Approved Conditionally Approved Denied

Comments/Concerns: _____
 Signed by:
Nathan Anderson
 2C481E18102145B... _____
 CPRST Director or Designee Date

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 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

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EVENT LOCATION & ADDRESS (attach map or diagram): 2nd Ave NE, beginning on the corner of 2nd St NE - cruise-in
participants will park legally on both sides of the streets down the Warehouse District and will not block any stores or business doorways. We would
also use the parking lot where cars are parked for the 2nd Friday Events

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 OR BOLLARDS? YES NO

Event organizer responsible for arranging use of city barricades or bollards 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? _____

 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 an estimated 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
\$60.00*	RATE IF ALCOHOL SERVED
- MINIMUM 4 HOURS -	

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

If YES, how many are you requesting? _____

 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 an estimated 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/TC RATES/HR	
\$45.00*	NORMAL RATE
\$60.00*	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.)

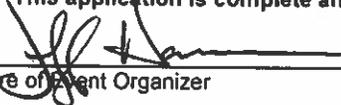
13. ANY ADDITIONAL COMMENTS, INFORMATION, OR REQUESTS? YES NO

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

08/20/2025
Date

Jeff Harris
Printed Name

Title (if applicable)

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.

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.

Gregoria Cosario Signature Gregoria Cosario Printed Name
106 1st Ave Address
Cullman AL 35055 Address
256 917 88 23 Phone Number gregorialosario@icbud.com 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.

Zachary Jow Signature Zachary Jow Printed Name
106 1st Ave NE Address
256-962-1789 Phone Number ntc256@gmail.com 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.

Alexis Jones Signature Alexis Jones Printed Name
115 1st Ave NE Cullman, AL 35055 Address
256-595-4311 Phone Number alexis.jones.ay.03@gmail.com 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.

Emily Klair Herron Signature Emily Klair Herron Printed Name
108 Clark St NE Cullman, AL 35055 Address
256-739-0262 Phone Number itsfcullman@gmail.com Email Address

- 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):

Matthew Burns Matthew Burns Manager
Signature Printed Name Title

Taco Mary 105 1st AVL. NE suite B.
Business Name (if applicable) Business Address

(256) 540-6818 mattjburns96@gmail.com APPROVE CLOSING? YES NO
Phone Number Email Address

Chris Riggs Chris Riggs Worker
Signature Printed Name Title

Karmas Coffee house _____
Business Name (if applicable) Business Address

256-962-2500 _____ APPROVE CLOSING? YES NO
Phone Number Email Address

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 -

Cullman 2nd Friday Cruise-in – Plans would be to have this monthly, on each 2nd Friday, weather permitting, beginning at 6:00 p.m. – 9:00 p.m., we would request that cars do not arrive early before 6 pm. The cars would park legally in the parking lot and streets, would not require the streets to be closed down so others could travel through the area. The rules would be No Loud Stereos, No Vulgar language, No Burnouts. We would plan not to interfere with other events planned during year, Oktoberfest, Strawberry Festival, etc. I have had numerous requests to continue the cruise-in from car owners from Cullman and surrounding areas. The folks from out of town go to Arab, Fultondale, Decatur, Huntsville, Hartselle, etc. and they all say they enjoy coming to Cullman the most. Many of the people that bring a car also bring their families that eat, shop, by fuel, in Cullman. There are a lot of retired people that travel all around the Cullman area each weekend to attend local cruise-ins. If this event could become established, I feel like this could be one that would grow into an event that Cullman would be proud of. We would police ourselves, make sure the area is clean before we leave, support the local stores.

Store owners that I were not there when I reached out to get signatures from that I have spoken with over the phone and have their blessings are;

Leldon Maxcy – 256-339-4413 – YES

Kernel Cullman – 256-841-6299 – left voice message for Holley

Ashley Mercantile – 256-747-5508 – have not been able to reach anyone.

Wren & Rebel – 256-735-4183, Tayna Carter – 256-385-1420 - YES

