

CITY OF CULLMAN

204 2nd Avenue NE
Cullman, Alabama 35055

(256) 775-7102
cityhall@cullmanal.gov

P.O. Box 278
Cullman, Alabama 35056

SPECIAL EVENT PERMIT REQUEST FORM

Applications should be submitted to the City Clerk's Office at least thirty (30) days prior to the event, or on the soonest date possible, as the application process takes several weeks to complete.

SECTION 1 | GENERAL INFORMATION

DATE SUBMITTED: _____

(Today's date. Not the event date.)

REQUESTING ORGANIZATION/BUSINESS:

CONTACT PERSON:

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

TYPE OF EVENT:

- 5K/10K Run/Walk Race/Ride
 Festival/Concert Protest/Picket/Rally
 Block Party Film/Photo Session
 Other _____

IS THIS A 501(c)(3) CHARITY EVENT?

NO

YES (Enter 501(c)(3) number below.)

- FOR ADMINISTRATIVE USE ONLY -

DATE RECEIVED IN OFFICE: _____

MAYOR'S OFFICE INITIAL REVIEW

Approved Conditionally Approved Denied

COMMENTS/CONCERNS: _____

MAYOR

DATE

POLICE DEPARTMENT'S INITIAL REVIEW

Approved Conditionally Approved Denied

COMMENTS/CONCERNS: _____

POLICE CHIEF OR DESIGNEE

DATE

FIRE RESCUE'S INITIAL REVIEW

Approved Conditionally Approved Denied

COMMENTS/CONCERNS: _____

FIRE CHIEF OR DESIGNEE

DATE

CPRST INITIAL REVIEW

Approved Conditionally Approved Denied

COMMENTS/CONCERNS: _____

CPRST DIRECTOR OR DESIGNEE

DATE

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SECTION 2 | DETAILED EVENT INFORMATION

DATE(S) OF EVENT: _____ TIME(S) OF EVENT: _____

DETAILED DESCRIPTION OF EVENT: _____

TYPE OF PROPERTY TO BE USED FOR EVENT (*check all that apply*):

Public Street and/or Sidewalk

City Park or Recreational Facility*

***Have you contacted CPRST to reserve the park or recreational facility?** YES NO

CPRST must grant approval before this application is submitted. Who did you speak with at CPRST?

Private Property Owned by a Third Party*

***Have you received permission from the owner to use the property?** YES NO

Written permission must be attached to this application.

Public Property Owned/Maintained by Another Government Entity*

***Have you received written permission from the government entity that owns/maintains it?**

YES NO *Written permission must be attached to this application.*

Private Property Owned by You or Your Organization

Other _____

EVENT LOCATION & ADDRESS (*Give precise event location details; i.e. address, route, etc.*): _____

WILL YOUR EVENT INCLUDE AMPLIFIED MUSIC/SPEAKING OR OTHER NOISE?

Events involving amplified music, speaking, or other excessive noise as defined by the city's noise ordinance shall conclude by 10 PM unless otherwise noted. Complaints will be investigated by the police department.

NO YES | Describe: _____

WILL ALCOHOL BE SERVED DURING THIS EVENT? NO YES

Requesting Party shall be responsible for contacting the City Clerk's Office and any other applicable office to obtain all necessary permits, licenses, and permissions.

WILL YOUR EVENT INCLUDE FOOD OR DRINK VENDORS? NO YES

Requesting Party shall be responsible for contacting the City Clerk's Office, County Health Department, and other applicable offices to obtain all necessary permits, licenses, and permissions.

WILL YOUR EVENT INCLUDE VENDORS OR CRAFTS OR OTHER ITEMS? NO YES

Requesting Party shall be responsible for contacting the City Clerk's Office and any other applicable office to obtain all necessary permits, licenses, and permissions.

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SECTION 3 | CITY SERVICES REQUESTED/REQUIRED

REQUESTING PARTY IS RESPONSIBLE FOR COORDINATING AND PAYING COSTS ASSOCIATED WITH ANY ASSISTANCE NEEDED FROM CITY DEPARTMENTS ONCE THE EVENT IS APPROVED.

A. ARE YOU REQUESTING THE CLOSING OF ANY PUBLIC STREET OR SIDEWALK?

- NO** | Skip to Question B.
 YES | Approval of all property owners/managers or residents affected by the street/sidewalk closing is required. **PAGE 5** of this application **MUST** be completed (**REQUIRED**).

List all streets and/or sidewalks you request to be closed below (attach map, if necessary):

Will you require the use of city-owned barricades? **YES** **NO** (*Requesting Party shall be responsible for contacting the Street Department upon approval of the event to reserve and arrange for the use of city-owned barricades.*)

B. WILL YOU REQUIRE, OR ARE YOU REQUESTING, POLICE SERVICES?

- EVENTS WHICH INCLUDE THE SERVING ALCOHOL REQUIRES A MINIMUM OF 2 OFFICERS ON SITE. -

- NO** | Skip to Question C.
 REQUIRED | How many officers?* _____
 REQUESTED | How many officers?* _____
 UNSURE | Contact the Police Department.

**Police Chief has final discretion on whether police services are required and how many officers are necessary.*

OFF DUTY POLICE RATES PER HOUR

\$30.00 | NORMAL RATE
\$35.00 | RATE IF ALCOHOL SERVED
- MINIMUM 4 HOURS -

C. ARE YOU REQUESTING FIRE/EMT SERVICES?

- NO** | Skip to Question D.
 YES | How many firefighter/EMTs?* _____

** Fire Chief has final discretion on whether fire/EMT services are required and how many personnel are necessary.*

AMBULANCE TRANSPORT IS NOT INCLUDED. If ambulance is required, the requesting party shall be

responsible for contacting the ambulance service of choice to ensure ambulance coverage for the event.

OFF DUTY FIRE/EMT RATES PER HOUR

\$30.00 | NORMAL RATE
\$35.00 | RATE IF ALCOHOL SERVED
- MINIMUM 4 HOURS -

NOTE: IT WILL BE AT THE DISCRETION OF THE CITY TO DETERMINE WHETHER THE REQUESTING PARTY IS RESPONSIBLE FOR COSTS ASSOCIATED WITH POLICE AND/OR FIRE/EMT SERVICES AS REQUIRED BY THE CITY OR AS REQUESTED BY THE UNDERSIGNED REQUESTING PARTY.

D. ARE YOU REQUESTING PERMISSION FOR THE USE OF PORTABLE TOILETS? **NO** **YES**

The requesting party shall be responsible for contacting the Cullman County Health Department and the Cullman Building Inspection Department regarding the cost, placement, and use of portable toilets.

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ADDITIONAL COMMENTS, INFORMATION, OR REQUESTS: _____

Multiple horizontal lines for writing additional comments, information, or requests.

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STREET CLOSING APPROVAL FOR SPECIAL EVENT

STREET(S)/SIDEWALK(S) REQUESTING TO CLOSE FOR EVENT (MUST INCLUDE DETAILED MAP): _____

Requesting Party: _____ **Phone:** _____

Address: _____ **Email:** _____

Date(s) of Closing: _____ **Time(s) of 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):

1. _____
Signature _____ *Printed Name* _____ *Title* _____

_____ *Business Name* _____ *Business Address* _____ **APPROVE?**
 YES NO

2. _____
Signature _____ *Printed Name* _____ *Title* _____

_____ *Business Name* _____ *Business Address* _____ **APPROVE?**
 YES NO

3. _____
Signature _____ *Printed Name* _____ *Title* _____

_____ *Business Name* _____ *Business Address* _____ **APPROVE?**
 YES NO

4. _____
Signature _____ *Printed Name* _____ *Title* _____

_____ *Business Name* _____ *Business Address* _____ **APPROVE?**
 YES NO

5. _____
Signature _____ *Printed Name* _____ *Title* _____

_____ *Business Name* _____ *Business Address* _____ **APPROVE?**
 YES NO

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6.	_____	_____	_____
	<i>Signature</i>	<i>Printed Name</i>	<i>Title</i>
	_____	_____	APPROVE?
	<i>Business Name</i>	<i>Business Address</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.	_____	_____	_____
	<i>Signature</i>	<i>Printed Name</i>	<i>Title</i>
	_____	_____	APPROVE?
	<i>Business Name</i>	<i>Business Address</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
8.	_____	_____	_____
	<i>Signature</i>	<i>Printed Name</i>	<i>Title</i>
	_____	_____	APPROVE?
	<i>Business Name</i>	<i>Business Address</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	_____	_____	_____
	<i>Signature</i>	<i>Printed Name</i>	<i>Title</i>
	_____	_____	APPROVE?
	<i>Business Name</i>	<i>Business Address</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
10.	_____	_____	_____
	<i>Signature</i>	<i>Printed Name</i>	<i>Title</i>
	_____	_____	APPROVE?
	<i>Business Name</i>	<i>Business Address</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
11.	_____	_____	_____
	<i>Signature</i>	<i>Printed Name</i>	<i>Title</i>
	_____	_____	APPROVE?
	<i>Business Name</i>	<i>Business Address</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
12.	_____	_____	_____
	<i>Signature</i>	<i>Printed Name</i>	<i>Title</i>
	_____	_____	APPROVE?
	<i>Business Name</i>	<i>Business Address</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO

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THIRD-PARTY PROPERTY OWNER APPROVAL

Requesting Party: _____ 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 REQUESTING PARTY TO USE SAID PROPERTY FOR THE EVENT FOR WHICH THIS PERMIT IS BEING SUBMITTED.

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 REQUESTING PARTY TO USE SAID PROPERTY FOR THE EVENT FOR WHICH THIS PERMIT IS BEING SUBMITTED.

Signature

Printed Name

Address

Phone Number

Email Address

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PROCEDURES REGARDING SPECIAL EVENTS

1. Special Event Permits are issued to individuals, organizations, or businesses planning to conduct a special event within the Cullman city limits. Special events include (a) events involving the closing and/or use of public roads, sidewalks, parks & recreational facilities, or other public property within the Cullman city limits; and/or, (b) events involving amplified speaking/music or other types of excessive noise within the Cullman city limits, whether on public or private property.
2. Applications should be submitted to the City Clerk's Office at least thirty (30) days prior to the event.
3. The application will be reviewed by the City Clerk's Office to verify that the request is valid and to ensure that all required supporting information is included with the application.
4. Once the application has been determined to be valid and complete, the City Clerk will place the request on a City Council agenda for consideration by the City Council.
5. The Requesting Party, or a representative designated by the Requesting Party, is advised to be present at the City Council meeting to answer any questions or concerns the City Council members may have concerning the event. The City Clerk can provide the date and time of the City Council meeting at which the request will be considered.
6. Once the request is approved by the City Council, the applicant will be contacted by the Mayor's Office to sign a hold harmless agreement and pick up the Special Event Permit. **NO EVENT IS CONSIDERED APPROVED UNTIL THE SPECIAL EVENT PERMIT/ AGREEMENT IS SIGNED BY ALL PARTIES AND ISSUED BY THE MAYOR.**

REGULATIONS REGARDING SPECIAL EVENTS

1. All city parks and recreational facilities are under the management of CULLMAN PARKS, RECREATION AND SPORTS TOURISM. Events planned for city parks or city recreational facilities must be coordinated through that department.
2. Events involving the sale of alcoholic beverages or the use of vendors, require additional permits and/or licenses from the CITY CLERK'S OFFICE.
3. Events involving excessive or amplified music shall conclude no later than 10:00 p.m., unless another time is specified in the final Special Event Permit/Hold Harmless Agreement.
4. Special assistance needed from a city department or agency must be coordinated by the Requesting Party. Further, requesting party **must agree to pay any costs that may be incurred for said assistance.**
5. It will be at the discretion of the City to determine whether the Requesting Party is responsible for the costs associated with police and/or fire/EMT services as required by the City or as requested by the undersigned Requesting Party.
6. **NO EVENT IS CONSIDERED APPROVED UNTIL THE SPECIAL EVENT PERMIT/ AGREEMENT IS SIGNED BY ALL PARTIES AND ISSUED BY THE MAYOR.**

THE CITY OF CULLMAN RESERVES THE RIGHT TO:

- Intervene if traffic, safety, excessive noise complaints, or other issues/disturbances occur and shall take appropriate measures to resolve these issues up to and including the revocation of any permit issued.
- Revoke the special event permit should the Requesting Party (or agents thereof) fail to abide by any and all of the application's 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.

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BY SIGNING BELOW, YOU ACKNOWLEDGE:

1. That you have read and understand the procedures and regulations regarding special events.
2. That you understand and agree to abide by these procedures and regulations as well as any other rules, regulations, and laws that pertain to your event.
3. That you understand that it is your responsibility to contact the appropriate department(s) if assistance is needed, and that you agree to pay any costs that may be associated with any departmental assistance.
4. That you understand submitting this Special Event Permit Request is not a guarantee that your request will be approved.
5. That this application is complete and that the information contained in the application is true and correct to best of your knowledge.

Signature of Requesting Party

Date

Printed Name

Title

Business or Organization Name (if applicable)

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DEPARTMENTAL/AGENCY CONTACT INFORMATION

You may be required to contact a department or agency in regard to your permit. It is the responsibility of the requesting party to ensure that all applicable permits and licenses are obtained and to coordinate assistance through the appropriate department(s).

COSTS MAY BE ASSESSED FOR SOME SERVICES

CULLMAN CITY HALL

(256) 775-7109 | cityhall@cullmanal.gov

MAYOR'S OFFICE

Cullman City Hall
204 2nd Avenue NE
Cullman, AL 35055
(256) 775-7102
lwest@cullmanal.gov (Leanne West)
cullmanal.gov/government/mayor

CITY CLERK'S OFFICE

Cullman City Hall
204 2nd Avenue NE
Cullman, AL 35055
(256) 775-7110
pleslie@cullmanal.gov or wmoore@cullmanal.gov
cullmanal.gov/depts/admin

LEGAL OFFICE

Cullman City Hall
204 2nd Avenue NE
Cullman, AL 35055
(256) 775-7105
lsatterfield@cullmanal.gov (Luke Satterfield)

COUNCIL MEETING INFORMATION

Meetings are normally held on the second and fourth Monday each month at 7PM in the City Hall auditorium (unless otherwise announced). Meeting notices, agendas, and minutes can be found at cullmanal.gov/government/city-council/council-minutes.

CITY PARKS, RECREATION, SPORTS TOURISM

703 2nd Avenue NE
Cullman, AL 35055
256-734-9157
info@cullmanrecreation.org
www.cullmanrecreation.org

CULLMAN POLICE DEPARTMENT

601 2nd Avenue NE
Cullman, AL 35055
(256) 734-1434
cullmanal.gov/depts/cpd

CULLMAN FIRE RESCUE

1920 Butler Street NW
Cullman, AL 35055
(256) 775-7186
cullmanal.gov/depts/fire

CITY STREET DEPARTMENT

69 Mitchell Road NE
Cullman, AL 35055
(256) 775-8441
cullmanal.gov/depts/streetdept

CULLMAN COUNTY HEALTH DEPARTMENT

601 Logan Avenue SW
Cullman, AL 35055
(256) 734-1030
alabamapublichealth.gov/cullman/index.html

ALABAMA DEPT. OF TRANSPORTATION

23445 U.S. Highway 431
Guntersville, AL 35976-0550
256-582-2254/800-819-7418
aldotinfo@dot.state.al.us

www.CullmanAL.gov