

# SPECIAL EVENT PERMIT REQUEST

This application must be submitted to the City Clerk's Office at Cullman City Hall **at least thirty (30) days prior to the event**, or on the soonest date possible.

## SECTION 1 | EVENT INFORMATION

NAME OF EVENT: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

TIME(S) OF EVENT: \_\_\_\_\_

EVENT TYPE:  5K/10K Run  Parade/Procession  Race/Ride  
 Festival/Concert  Protest/Picket/Rally  Block Party  
 Other \_\_\_\_\_

DETAILED DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

TYPE OF PROPERTY TO BE USED: (Check all that apply.)

- Public Street and/or Sidewalk
- City Park/Recreational Facility **(CPRST MUST APPROVE)**  
Name of CPRST employee who approved use of the park/facility: \_\_\_\_\_
- Private Property Owned by a Third Party  
Have you received permission from the owner/manager?  
\_\_\_ Yes \_\_\_ No (Must attach written authorization. See page 8.)
- Property Owned/Maintained by Other Government Entity  
Have you received permission from the owner/manager?  
\_\_\_ Yes \_\_\_ No (Must attach written authorization.)
- Other: \_\_\_\_\_

EVENT LOCATION & ADDRESS: (Include addresses route, etc.)

\_\_\_\_\_

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

If YES, enter 501(c)(3) number: \_\_\_\_\_

ARE YOU REQUESTING THE CLOSING OF PUBLIC STREETS OR SIDEWALKS? \_\_\_ YES \_\_\_ NO

If YES, list streets and/or sidewalks to be closed (attach map, if necessary). **Written approval of all property owners/managers or residents affected by the street or sidewalk closing is required.** (See page 5.)

\_\_\_\_\_

Will you require the use of city-owned barricades? \_\_\_ YES \_\_\_ NO

Requesting Party is responsible for arranging use of and paying costs associated with use of barricades after event approval.

## - REQUESTING PARTY -

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Phone Number(s): \_\_\_\_\_

Email Address(es): \_\_\_\_\_

## - FOR ADMINISTRATIVE USE ONLY -

DATE RECEIVED IN OFFICE: \_\_\_\_\_

### DEPARTMENTAL INITIAL REVIEWS

#### MAYOR'S OFFICE

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

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

Mayor \_\_\_\_\_ Date \_\_\_\_\_

#### POLICE DEPARTMENT

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

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

Police Chief or Designee \_\_\_\_\_ Date \_\_\_\_\_

#### FIRE DEPARTMENT

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

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

Fire Chief or Designee \_\_\_\_\_ Date \_\_\_\_\_

#### CPRST

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

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

CPRST Director or Designee \_\_\_\_\_ Date \_\_\_\_\_

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

**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 of Cullman’s noise ordinance shall conclude by 10PM, unless otherwise noted. Complaints will be investigated by the Police Department.

If YES, describe: \_\_\_\_\_

**WILL ALCOHOL BE SERVED DURING THIS EVENT?  YES  NO**

Requesting Party shall be responsible for obtaining all necessary permits, licenses, and permissions. (Refer to page 4.) Events involving the serving of alcohol require a minimum of two (2) police officers on site at the expense of the event organizer.

**WILL YOUR EVENT INCLUDE FOOD OR DRINK VENDORS?  YES  NO**

Requesting Party shall be responsible for obtaining all necessary permits, licenses, and permissions. (Refer to page 4.)

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

Requesting Party shall be responsible for obtaining all necessary permits, licenses, and permissions. (Refer to page 4.)

**ARE YOU REQUESTING POLICE SERVICES OR ARE POLICE SERVICES REQUIRED?  YES  NO**

OFF DUTY POLICE RATES PER HOUR	
\$30.00	NORMAL RATE
\$35.00	RATE IF ALCOHOL IS SERVED
- MINIMUM 4 HOURS -	

If YES, how many? \_\_\_\_\_ (Police Chief has final discretion.)

**A MINIMUM OF 2 OFFICERS ARE REQUIRED IF ALCOHOL IS SERVED.**

**POLICE CHIEF HAS FINAL DISCRETION ON WHETHER POLICE SERVICES ARE REQUIRED AND ON THE NUMBER OF OFFICERS.**

**ARE YOU REQUESTING FIRE AND/OR EMT SERVICES?  YES  NO**

OFF DUTY FIRE/EMT RATES PER HOUR	
\$30.00	NORMAL RATE
\$35.00	RATE IF ALCOHOL IS SERVED
- MINIMUM 4 HOURS -	

If YES, how many? \_\_\_\_\_ (Fire Chief has final discretion.)

**AMBULANCE TRANSPORT IS NOT INCLUDED. Requesting party is responsible for securing ambulance coverage, if desired.**

**FIRE CHIEF HAS FINAL DISCRETION ON WHETHER FIRE/EMT SERVICES ARE REQUIRED AND ON THE NUMBER OF PERSONNEL.**

**IT SHALL BE AT THE DISCRETION OF THE CITY OF CULLMAN 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.**

**WILL YOUR EVENT INVOLVE THE USE OF PORTABLE TOILETS?  YES  NO**

Requesting Party shall be responsible for obtaining all necessary permits, licenses, and permissions. (Refer to page 4.)

**ANY ADDITIONAL COMMENTS, INFORMATION, OR REQUESTS?  YES  NO**

If YES, please use this space:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROCEDURE FOR OBTAINING A SPECIAL EVENT PERMIT**

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; 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 contacts page).

1. Completed, signed applications should be submitted to the City Clerk’s office at least thirty (30) days prior to the event.
2. If you are requesting that a street or streets be closed for your event, you must submit written verification that all affected property owners are aware of and approve of the street closing (a form is attached to this application for that purpose).
3. The application will first be reviewed by the City Clerk’s office to verify that the request is valid and that the application is complete.
4. The application will then undergo initial review by the Police Department, Fire Department, CPRST, and Mayor.
5. Following the departmental initial review, the request will 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 request will be considered.
6. Once approved by the City Council, the permit/agreement will be issued by the Mayor. **NO EVENT IS CONSIDERED APPROVED UNTIL THE SPECIAL PERMIT/AGREEMENT IS SIGNED BY ALL PARTIES AND ISSUED BY THE MAYOR’S OFFICE.**

**Requesting Party is responsible for coordinating and paying costs associated with any assistance needed from city departments upon event approval.**  
City of Cullman | CullmanAL.gov | 256-775-7109 | cityhall@cullmanal.gov | 204 2<sup>nd</sup> Avenue NE | P.O. Box 278 | Cullman, AL 35056

## RULES & REGULATIONS REGARDING SPECIAL EVENTS

- All City of Cullman parks and recreational facilities are under the management of CPRST (Cullman Parks, Recreation & Sports Tourism). Events planned for CPRST parks or facilities must be coordinated through CPRST (refer to contacts page).
- Events involving the sale and/or consumption of alcohol beverages require additional permits and/or licenses from the City Clerk's office (refer to contacts page).
- Events involving the use of vendors require additional permits and/or licenses from the City Clerk's Office (refer to contacts page).
- Events involving excessive or amplified music shall conclude no later than 10PM, unless another time is approved by the City Council.
- If assistance is needed from a city department or agency, it must be coordinated by the Requesting Party (refer to contacts page).
- Requesting Party shall be responsible for any costs incurred for city assistance (i.e., police or fire/EMT services, barricades, etc.), unless otherwise noted.
- **NO EVENT IS CONSIDERED TO BE APPROVED UNTIL THE SPECIAL EVENT PERMIT/AGREEMENT IS SIGNED BY ALL PARTIES AND ISSUED BY THE MAYOR'S OFFICE.**

## RIGHTS RESERVED BY THE CITY OF CULLMAN

The City of Cullman reserves the right to:

- Intervene if traffic, safety, excessive noise complaints, or other issues/disturbances 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 Requesting Party (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.

## REQUESTING PARTY ACKNOWLEDGEMENT & SIGNATURE

BY SIGNING THIS SPECIAL EVENT PERMIT REQUEST FORM, YOU HEREBY ACKNOWLEDGE:

1. That you 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. That you understand and agree to abide by the afore-mentioned procedure, rules, and regulations as well as all other rules, regulations, and laws that are applicable to your event.
3. That you understand that it is your responsibility to contact the appropriate department(s) to coordinate any assistance that may be needed and that you agree to pay any costs that may be associated with any departmental assistance that is requested by you or required by the City of Cullman.
4. That you understand that it is your 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. That you understand that submitting this Special Event Permit Request Form is not a guarantee that your request will be approved.
6. That this application is complete and that the information contained herein is true and correct to the best of your knowledge.

\_\_\_\_\_  
Signature of Requesting Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title (if applicable)

\_\_\_\_\_  
Business or Organization Name (if applicable)

## - CONTACTS -

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 INCURRED FOR SOME SERVICES FOR WHICH REQUESTING PARTY SHALL BE RESPONSIBLE.**

**IF YOU'RE UNSURE ABOUT WHAT PERMITS/LICENSES/PERMISSIONS ARE REQUIRED, CONTACT THE CITY CLERK'S OFFICE.**

### **CULLMAN CITY HALL** (256) 775-7109 | [cityhall@cullmanal.gov](mailto:cityhall@cullmanal.gov)

#### **CITY CLERK'S OFFICE**

Cullman City Hall  
204 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
(256) 775-7109  
[pleslie@cullmanal.gov](mailto:pleslie@cullmanal.gov) or [wmoore@cullmanal.gov](mailto:wmoore@cullmanal.gov)  
[cullmanal.gov/depts/admin](http://cullmanal.gov/depts/admin)

#### **LEGAL OFFICE**

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

#### **CITY PARKS, RECREATION, SPORTS TOURISM (CPRST)**

703 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
256-734-9157  
[info@cullmanrecreation.org](mailto:info@cullmanrecreation.org)  
[www.cullmanrecreation.org](http://www.cullmanrecreation.org)

#### **CULLMAN FIRE RESCUE**

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

#### **CULLMAN COUNTY HEALTH DEPARTMENT**

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

#### **MAYOR'S OFFICE**

Cullman City Hall  
204 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
(256) 775-7102  
[lwest@cullmanal.gov](mailto:lwest@cullmanal.gov)  
[cullmanal.gov/government/mayor](http://cullmanal.gov/government/mayor)

#### **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](http://cullmanal.gov/government/city-council/council-minutes).

#### **CULLMAN POLICE DEPARTMENT**

601 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
(256) 734-1434  
[cullmanal.gov/depts/cpd/](http://cullmanal.gov/depts/cpd/)

#### **CITY STREET DEPARTMENT**

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

#### **ALABAMA DEPT. OF TRANSPORTATION**

23445 U.S. Highway 431  
Guntersville, AL 35976-0550  
256-582-2254/800-819-7418  
[aldotinfo@dot.state.al.us](mailto:aldotinfo@dot.state.al.us)  
[www.dot.state.al.us](http://www.dot.state.al.us)

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

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

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# 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: \_\_\_\_\_

Requesting Party: \_\_\_\_\_ 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):**

1. \_\_\_\_\_  
Signature Printed Name Title  
\_\_\_\_\_  
Business Name (if applicable) Business Address  
\_\_\_\_\_  
Phone Number Email Address **APPROVE CLOSING? \_\_ YES \_\_ NO**

2. \_\_\_\_\_  
Signature Printed Name Title  
\_\_\_\_\_  
Business Name (if applicable) Business Address  
\_\_\_\_\_  
Phone Number Email Address **APPROVE CLOSING? \_\_ YES \_\_ NO**

3. \_\_\_\_\_  
Signature Printed Name Title  
\_\_\_\_\_  
Business Name (if applicable) Business Address  
\_\_\_\_\_  
Phone Number Email Address **APPROVE CLOSING? \_\_ YES \_\_ NO**

4. \_\_\_\_\_  
Signature Printed Name Title  
\_\_\_\_\_  
Business Name (if applicable) Business Address  
\_\_\_\_\_  
Phone Number Email Address **APPROVE CLOSING? \_\_ YES \_\_ NO**

5. \_\_\_\_\_  
Signature Printed Name Title  
\_\_\_\_\_  
Business Name (if applicable) Business Address  
\_\_\_\_\_  
Phone Number Email Address **APPROVE CLOSING? \_\_ YES \_\_ NO**

**PRINT ADDITIONAL COPIES, AS NEEDED**

Requesting Party is responsible for coordinating and paying costs associated with any assistance needed from city departments upon event approval.  
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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: \_\_\_\_\_

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**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 ABOVE-REFERENCED EVENT.**

\_\_\_\_\_  
Signature Printed Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone Number Email Address

**I, THE UNDERSIGNED, AM THE OWNER/MANAGER/REPRESENTATIVE OF THE ABOVE-REFERENCED PROPERTY AND I AUTHORIZE THE REQUESTING PARTY TO USE SAID PROPERTY FOR THE ABOVE-REFERENCED EVENT.**

\_\_\_\_\_  
Signature Printed Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone Number Email Address

**I, THE UNDERSIGNED, AM THE OWNER/MANAGER/REPRESENTATIVE OF THE ABOVE-REFERENCED PROPERTY AND I AUTHORIZE THE REQUESTING PARTY TO USE SAID PROPERTY FOR THE ABOVE-REFERENCED EVENT.**

\_\_\_\_\_  
Signature Printed Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone Number Email Address

**I, THE UNDERSIGNED, AM THE OWNER/MANAGER/REPRESENTATIVE OF THE ABOVE-REFERENCED PROPERTY AND I AUTHORIZE THE REQUESTING PARTY TO USE SAID PROPERTY FOR THE ABOVE-REFERENCED EVENT.**

\_\_\_\_\_  
Signature Printed Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Phone Number Email Address