



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: Chambers Fall Festival

DATE(S) OF EVENT: 9-17-22

TIME(S) OF EVENT: 8-4

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

DETAILED DESCRIPTION OF EVENT: Fall Festival & Customer Appreciation Day, vendors, food, games for kids, giveaways, pumpkins & provide support and exposure for Sneed's Farmhouse.

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: Private Property we own/rent

EVENT LOCATION & ADDRESS: (Include addresses route, etc.)
404 McMabb Dr SW Cullman AL on our parking lot & gravel lot.

IS THIS A 501(c)(3) CHARITY EVENT? YES ___ NO
 If YES, enter 501(c)(3) number: 81-1412984

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)
The road that runs in front of the store from 278 Hwy & Logan St SW. The same one we closed last year.

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: Chris Chambers

Title: Co-Owner

Organization: Chambers Farm & Garden

Address: 404 McMabb Dr SW Cullman AL 35085

Phone Number(s): 256-734-3894 / 256-531-5636

Email Address(es): chambers@chambersfarm.com

- FOR ADMINISTRATIVE USE ONLY -

DATE RECEIVED IN OFFICE: JUL 13 2022

DEPARTMENTAL INITIAL REVIEWS

MAYOR'S OFFICE

Approved ___ Conditionally Approved ___ Denied

Comments/Concerns: _____

Mayor: Woody Jacobs Date: 7/19/2022

POLICE DEPARTMENT

Approved ___ Conditionally Approved ___ Denied

Comments/Concerns: _____

Police Chief or Designee: [Signature] Date: 07/13/22

FIRE DEPARTMENT

Approved ___ Conditionally Approved ___ Denied

Comments/Concerns: _____

Fire Chief or Designee: [Signature] Date: 07/18/22

CPRST

Approved ___ Conditionally Approved ___ Denied

Comments/Concerns: _____

CPRST Director or Designee: [Signature] Date: July 15, 2022

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

7-13-22
Date

Chris Chambers
Printed Name

Co-Owner
Title (if applicable)

Chambers Farm & Garden Supply
Business or Organization Name (if applicable)

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: Chambers Farm Garden Supply Phone: 256-734-3894
Address: 404 McMabb Dr SW Email: eichambers12@gmail.com
Date(s) of Street Closing: 9-17-22 Time(s) of Street Closing: 6am - 4:30 pm
Name/Description of Event: Fall Festival + Customer Appreciation Day + Support Sneed's *Farmhouse*

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

