



# 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:** Pray, then vote

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**DATE(S) OF EVENT:** 11/07/2022

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**TIME(S) OF EVENT:** 4:00 - 6:00 pm

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**EVENT TYPE:**

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

Parade/Procession

Race/Ride

Festival/Concert

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

Block Party

Other Get out the vote event on sidewalk in front of courthouse

**DESCRIPTION OF EVENT:** We will be waving flags and reminding passersby of the upcoming election the next day. This is a get out the vote event. This will be held on the sidewalk in front of the courthouse and not on county property. That is why we are applying for a city permit.

**SIZE OF EVENT (Expected 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:** Sheila Haynes, Shirley Arnett, Cathi Bradford

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

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

**Address:** 6681 County Road 1223  
Falkville, AL 35622

**Phone Number(s):** (256)708-3380

**Email Address(es):** sheilaghaynes@gmail.com

**- FOR ADMINISTRATIVE USE ONLY -**

**DATE SUBMITTED:** 10/17/2022

**DEPARTMENTAL INITIAL REVIEWS**

**MAYOR'S OFFICE**

Approved  Conditionally Approved  Denied

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

Woody Jacob 10-20-22  
 Mayor Date

**POLICE DEPARTMENT**

Approved  Conditionally Approved  Denied

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

[Signature] 10/17/22  
 Police Chief or Designee Date

**FIRE DEPARTMENT**

Approved  Conditionally Approved  Denied

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

[Signature] 10-19-22  
 Fire Chief or Designee Date

**CPRST**

Approved  Conditionally Approved  Denied

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

[Signature] October 17, 2022  
 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 2<sup>nd</sup> Avenue NE | P.O. Box 278 | Cullman, AL 35056


EVENT LOCATION & ADDRESS (attach map or diagram): 500 Second Avenue, SW; Cullman, AL 35055

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?  YES  NO

Event organizer shall be responsible for arranging use of city barricades and paying applicable costs (see page 5).

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? \_\_\_\_\_

 A minimum of two (2) officers on site is required at events involving alcohol, at the event organizer's expense. Police Chief has final discretion on what police services, and how many officers, are required. (CPD contact info on Page 6.)

OFF DUTY POLICE RATES PER HOUR	
\$35.00	NORMAL RATE
\$40.00	RATE IF ALCOHOL SERVED
- MINIMUM 4 HOURS -	

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

If YES, how many are you requesting? \_\_\_\_\_

 Fire/EMT personnel are provided at event organizer's expense. Fire Chief has final discretion on what services and personnel are required. **AMBULANCE TRANSPORT IS NOT INCLUDED.** (CFR contact info on Page 6.)

OFF DUTY FIRE/EMT RATES PER HOUR	
\$35.00	NORMAL RATE
\$40.00	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.  
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

## 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: Sheila Haynes Date: 10/13/2022  
 Printed Name: Sheila Haynes Title (if applicable): \_\_\_\_\_  
 Business or Organization Name (if applicable): \_\_\_\_\_

## APPLICATION CHECKLIST

- |  |  |
|--|--|
| ✓ I HAVE 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 HAVE CONTACTED CPRST TO RESERVE A PARK OR FACILITY.  | <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE CONTACTED CPRST REGARDING ALCOHOL AT THIS EVENT (Q. 5).   | <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE ATTACHED A DETAILED SAFETY PLAN AND SITE MAP.   | <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE INCLUDED A MAP OF STREET CLOSINGS AND/OR RACE ROUTES.   | <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE INCLUDED SIGNATURES OF PROPERTY/BUSINESS OWNERS/MANAGERS APPROVING STREET/SIDEWALK CLOSURES. (Q. 2)                             | <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE CONTACTED THE FIRE MARSHAL ABOUT THE USE OF FOOD TRUCKS (Q.7).  | <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE CONTACTED THE FIRE MARSHAL ABOUT THE USE OF PYROTECHNICS (Q.9).   | <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE INCLUDED WRITTEN AUTHORIZATION BY THE PROPERTY OWNER/MANAGER TO USE PROPERTY NOT BELONGING TO ME FOR MY EVENT.                  | <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE CONTACTED THE CPD FOR RULES REGARDING PROTESTS, RALLIES, ETC.   | <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A |
| ✓ I HAVE READ AND UNDERSTAND THE PROCEDURES, RULES, & REGULATIONS FOR APPLYING FOR AND CARRYING OUT A SPECIAL EVENT IN CULLMAN (PAGE 4). | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| ✓ I HAVE READ AND UNDERSTAND THE RIGHTS RESERVED BY THE CITY OF CULLMAN AS OUTLINED ON PAGE 4.   | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |

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