



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: Christmas Parade & Tree Lighting

DATE(S) OF EVENT: Dec. 2, 2022 (rain date Dec. 3)

TIME(S) OF EVENT: 6pm

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 _____

- EVENT ORGANIZER -

Name: Kelly Pulliam

Title: Special Events Director

Organization: CPRST

Address: 703 2nd Ave NE

Phone Number(s): 256-734-9157

Email Address(es): kpulliam@cprst.org

DESCRIPTION OF EVENT:

Annual christmas parade and tree lighting event

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: Festhalle

Name of CPRST employee who authorized use:
Kelly Pulliam

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

- FOR ADMINISTRATIVE USE ONLY -

DATE SUBMITTED: 11.7.2022 pl

DEPARTMENTAL INITIAL REVIEWS

MAYOR'S OFFICE

Approved ___ Conditionally Approved ___ Denied

Comments/Concerns: _____

[Signature] 11-10-22
Mayer Date

POLICE DEPARTMENT

Approved ___ Conditionally Approved ___ Denied

Comments/Concerns: _____

[Signature] 11-7-22
Police Chief or Designee Date

FIRE DEPARTMENT

Approved ___ Conditionally Approved ___ Denied

Comments/Concerns: _____

[Signature] 11-10-22
Fire Chief or Designee Date

CPRST

Approved Conditionally Approved Denied

Comments/Concerns: _____


[Signature] Nov 10, 2022
CPRST Director or Designee Date


EVENT LOCATION & ADDRESS (attach map or diagram): Parade is 1st Ave from Busy Bee to Depot Park
Tree Lighting in Depot Park & surrounding areas
 map attached

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). _____
 map attached

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 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: DJ, music, and MC during the tree lighting and parade

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 2nd Avenue NE | P.O. Box 278 | Cullman, AL 35056

If YES, please use this space: Map attached - Christmas Parade & Tree Lighting

*Nov. 28th - Dec. 14th close the CEDA/museum parking lot for setup of parade and Christkindlmarkt

*Nov. 30th at 8am close Arnold Street in front of Depot park and reopen Dec. 2nd at midnight

*Dec. 1st at 11pm all on street parking on 1st Ave from Busy Bee to Depot Park closed (requested by CPD)
parking will reopen after the parade on Dec. 2nd

*Dec. 2nd at 3pm remaining portion of Arnold Street from railroad to 1st Ave close until after the parade.

*Dec. 2nd at 5pm all side streets leading to 1st ave will close for the parade (map attached)

*Dec. 2nd at 5:15pm until end of parade all parking lots along parade route will close

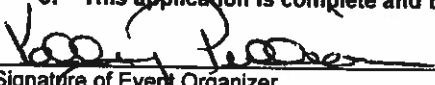
*Signs will be posted week of the parade stating all closers (street parking & lots)

*Businesses along the parade route will be contacted via email regarding the closers. They will also be invited to a public forum for opportunities to ask questions.

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	11/3/2022 Date
Kelly Pulliam Printed Name	Special Events Director Title (if applicable)
Cullman Parks, Recreation & Sports Tourism Business or Organization Name (if applicable)	

APPLICATION CHECKLIST

- | | | | |
|--|---|-----------------------------|---|
| <input checked="" type="checkbox"/> 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 |
| <input checked="" type="checkbox"/> I HAVE CONTACTED CPRST TO RESERVE A PARK OR FACILITY. | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| <input checked="" type="checkbox"/> I HAVE CONTACTED CPRST REGARDING ALCOHOL AT THIS EVENT (Q. 5). | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| <input checked="" type="checkbox"/> I HAVE ATTACHED A DETAILED SAFETY PLAN AND SITE MAP. | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| <input checked="" type="checkbox"/> I HAVE INCLUDED A MAP OF STREET CLOSINGS AND/OR RACE ROUTES. | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| <input checked="" type="checkbox"/> I HAVE INCLUDED SIGNATURES OF PROPERTY/BUSINESS OWNERS/MANAGERS APPROVING STREET/SIDEWALK CLOSURES. (Q. 2) | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| <input checked="" type="checkbox"/> I HAVE CONTACTED THE FIRE MARSHAL ABOUT THE USE OF FOOD TRUCKS (Q.7). | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| <input checked="" type="checkbox"/> I HAVE CONTACTED THE FIRE MARSHAL ABOUT THE USE OF PYROTECHNICS (Q.9). | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| <input checked="" type="checkbox"/> 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 |
| <input checked="" type="checkbox"/> 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 |
| <input checked="" type="checkbox"/> 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 |
| <input checked="" type="checkbox"/> 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.

Christmas in Cullman

**FLOAT SIGN IN
BEGINS AT 4:00PM
AT THE CULLMAN
COURTHOUSE
PARKING LOT.
FLOAT STAGING
WILL BE ALONG
1ST AVE & 6TH ST.**

**PARADE BEGINS
AT 6:00PM.
ROUTE STARTS
AT BUSY BEE,
DOWN 1ST AVE
TO DEPOT PARK.
FLOATS NEED TO
SIGN IN NO LATER
THAN 5:00PM**

**TREE-LIGHTING
WILL BEGIN
FOLLOWING THE
END OF THE
PARADE**

