

When Special Event Questionnaires and Applications are completed, **return all applications to:**

Sergeant Mark Shahan
Huntsville Police Department
Traffic Services Unit
2512 Triana Blvd.
Huntsville, AL 35804
Office: (256) 427-5582
Fax: (256) 427-5581
E-mail: mshahan@ci.huntsville.al.us

To view the Code of Ordinances of the City of Huntsville, Alabama concerning special events go to www.ci.huntsville.al.us and click on City Laws Online. Go to Chapter 23; Streets, Sidewalks and other Public Places, and open Article VI, Special Events.

We need as much information as possible concerning contacts for your event. Leave nothing blank; use N/A as needed. Incomplete or inaccurate applications may result in delays in obtaining approval for your permit. At times we may have to cancel, change or delay an event due to unforeseen circumstances and in the past we have had problems making contact using the information on the application. If the information changes prior to your event, please contact us with updated information as soon as possible.

The time for filing an application is as follows:

- (1) In the case of demonstrations or non-profit events, an application for a special event permit may be filed any time beginning twelve (12) months prior to the date of the event, but no later than three (3) business days preceding the date of the proposed event; provided, however, for any of the following, the application must be made at least five (5) business days in advance of the date of the event:**
 - (A) Any special event that will include animals, vehicles, floats, and/or the use of any instrumentality that could pose a danger to the participants or the general public; or**
 - (B) The special event is to take place in whole or in part upon streets, highways, roads or other such public ways dedicated primarily for the use of vehicular traffic.**
- (2) In the case of for-profit events, an application for a special event permit may be filed beginning twelve (12) months prior to the date of the event but no later than one (1) month before the date the proposed event is scheduled to commence.**
- (3) In the case of events that will involve the sale, transfer or consumption of alcoholic beverages, an application for a special event may be filed beginning twelve (12) months prior to the date of the event but no later than one (1) month before the date the proposed event is scheduled to commence. At the time of the application, the applicant must provide copies of appropriate alcoholic beverage licensing and an executed lease within the City for the use of the proposed location.**

Your application must be processed and sent to a committee for review and approval or denial. This process may take several days, so it is best if you get your application in early. If your application is approved you will be notified of this and you must sign for and pick up a copy of the finished permit at the Huntsville Police Department, 815 Wheeler Avenue, within one week of being notified between the hours of 9:00 A.M. and 3:00 P.M., Monday through Friday, excluding legal holidays.

SPECIAL EVENT QUESTIONNAIRE TO DETERMINE IF YOU NEED A SPECIAL EVENT PERMIT

WILL YOUR EVENT TAKE PLACE:

- | | | |
|---|-----|----|
| IN A PUBLIC BUILDING OR STRUCTURE? | YES | NO |
| ON ANY PORTION OF A PUBLIC STREET OR HIGHWAY | YES | NO |
| WILL YOUR EVENT: SUBSTANTIALLY INHIBIT THE FLOW OF PEDESTRIANS ON A SIDEWALK WITH PERSONS, TABLES, BOOTHS, OR EXHIBITS? | YES | NO |
| PREVENT ACCESS TO BUILDINGS, BUSINESSES OR DRIVEWAYS NEARBY? | YES | NO |
| REQUIRE THE USE OF CITY OF HUNTSVILLE FACILITIES, SERVICES OR EQUIPMENT? | YES | NO |
| WILL ALCOHOLIC BEVERAGES BE SOLD, TRADED, DISPENSED OR CONSUMED? | YES | NO |
| ARE ANIMALS PART OF YOUR EVENT? | YES | NO |
| ARE VEHICLES A PART OF YOUR EVENT? | YES | NO |
| ARE FIREWORKS A PART OF YOUR EVENT? | YES | NO |
| IS THERE ANYTHING THAT COULD CAUSE A DANGER TO THE PUBLIC? | YES | NO |
| IS THIS EVENT BEING HELD FOR PROFIT? | YES | NO |
| IS YOUR EVENT TO TAKE PLACE ON PROPERTY OF THE UNITED STATES GOVERNMENT, SUCH AS REDSTONE ARSENAL, FEDERAL COURTHOUSES, ETC.? | YES | NO |

If you have answered **NO** to all of the above questions you do not need a Special Event Permit. You only need to supply the following information:

NAME OF THE EVENT: _____
 YOUR NAME: _____ PHONE: _____
 YOUR ADDRESS: _____
 CITY: _____ STATE: _____
 DATE(S) OF EVENT: _____
 NUMBERS OF PERSONS PARTICIPATING: _____ EVENT HOURS: _____
 EVENT LOCATION(S): _____

WILL YOUR EVENT TAKE PLACE IN A CITY PARK? YES NO

If YES, then you must contact the City of Huntsville Recreation Services Department at 883-3708 to schedule the use of a park. **A DEPOSIT OR FEE MAY BE REQUIRED FOR THE USE OF THE PARK. YOU MAY ALSO BE REQUIRED TO FILE A SPECIAL EVENT APPLICATION.**

APPLICATION FOR A SPECIAL EVENT

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY, USE N/A AS NEEDED

NAME OF THE EVENT: _____

DATE(s) OF EVENT: _____

TIME(s) OF EVENT: FROM _____ TO _____

ASSEMBLY TIME FOR EVENT: _____ DISBAND TIME FOR EVENT: _____

LOCATION OF THE EVENT: *(Complete routes and areas affected. Include maps on a separate sheet.)*

PERSON COMPLETING THIS APPLICATION:

YOUR NAME: _____ BIRTHDATE: _____

YOUR ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ PAGER: _____

FAX: _____ E-MAIL: _____

PERSON(s) RESPONSIBLE FOR CONDUCTING THE EVENT:

NAME: _____ TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ PAGER: _____

FAX: _____ E-MAIL: _____

ESTIMATED NUMBER OF VEHICLES PARTICIPATING OR PARKING NEAR THE EVENT SITE:

IF A PARADE:

NUMBER OF BANDS: _____

NUMBER OF FLOATS: _____

NUMBER OF MARCHING UNITS: _____

NUMBER OF CARS: _____

OTHER UNITS: _____

TOTAL NUMBER OF UNITS IN PARADE: _____

WHAT ARE YOUR PROVISIONS FOR TOILET FACILITIES TO INCLUDE THE NUMBER, TYPE, AND LOCATION OF TOILET FACILITIES?

WHAT PROVISIONS ARE IN PLACE FOR CLEANUP OF THE SITE AFTER THE EVENT?

WHAT ARE YOUR PROVISIONS, IF ANY, FOR SECURITY, TRAFFIC CONTROL, AND/OR CROWD CONTROL?

WILL ANY FOOD OR DRINK BE SOLD? _____ IF YES, WHO WILL BE SUPPLYING FOOD AND DRINKS FOR THE EVENT? _____

WHO WILL RECEIVE THE FUNDS OBTAINED FROM THE SALE OF FOOD AND DRINK?

IS THERE AN ADMISSION FEE? _____

WILL PRIZES BE AWARDED? _____ IF YES, ENTER THE DOLLAR AMOUNT OF THE PRIZES: _____

ARE THERE ANY OTHER SPECIAL CIRCUMSTANCES WHICH ARE PERTINENT TO THIS APPLICATION?

I UNDERSTAND THAT THIS PERMIT MAY BE DENIED OR REVOKED FOR ANY REASON THAT IS SET FORTH IN THE CODE OF ORDINANCES OF THE CITY OF HUNTSVILLE, ALABAMA, CHAPTER 23, ARTICLE VI, SECTIONS 23-206 AND 23-237 AND FURTHER I HAVE RECEIVED A COPY OF SECTIONS 23-206 AND 23-237 OF THE ORDINANCE. I UNDERSTAND THAT I HAVE THE RIGHT TO APPEAL A DENIAL AS SET FORTH IN SECTION 23-238 OF THE CODE OF ORDINANCES OF THE CITY OF HUNTSVILLE, ALABAMA, CHAPTER 23, ARTICLE VI.

I AGREE TO SUBMIT A REPORT WITHIN 30 DAYS THAT CONTAINS A SYNOPSIS OF AT LEAST THE FOLLOWING INFORMATION: RECEIPTS, DISBURSEMENTS, NUMBER OF PARTICIPANTS AND OTHER DATA CONTAINED IN THIS EVENT APPLICATION.

SIGNATURE: _____ **DATE:** _____

WITNESS: _____ **DATE:** _____

WITNESS: _____ **DATE:** _____

FOR OFFICE USE ONLY

DATE AND TIME RECEIVED:

RECEIVED BY: