

Application for a Public Assembly Permit must be submitted to the City Clerk at least thirty (30) days prior to the date of the proposed assembly.

**APPLICATION FOR PUBLIC ASSEMBLY PERMIT
AS REQUIRED BY SECTION 11-20 ET SEQ. OF
THE CODE OF ORDINANCES OF
THE CITY OF GULF SHORES, ALABAMA**

Date: November 18, 2015

ORGANIZATION/SPONSOR Gulf Coast Arts Alliance, Inc

ADDRESS 225 East 24th Ave, Gulf Shores, AL.

AGENT OR REPRESENTATIVE Maria Boston

TELEPHONE NUMBER (home) _____ (business) 251-948-2627

Email ADDRESS gulfcoastartsalliance@gmail.com

It is respectfully requested that a Public Assembly Permit be issued to the above named organization or sponsor.

The following required information is submitted for the review and approval of the appropriate City Departments and the City Council:

- a. Purpose of the Public Assembly: Art Markets
- b. Dates of the Assembly: Jan 23, Feb 13, May 1, 2016
- c. Time of the Assembly: from 10:00am to 4:00 pm
- d. Estimated number of Participants/Attendees: 500
- e. Estimated number of Vendors: 35
- f. Location of Assembly (legal description of property if known): First Presbyterian Church, Gulf Shores, AL.
- g. Owner of Property: First Presbyterian Church

Supply to Clerk a letter from owner of property permitting use for activity, if not owned by applicant. (attached)

- h. If applicant will need to use City employees for any part of the preparation and clean-up of the site, a separate agreement with the City will be required before issuance of the Permit.
- i. Applicant shall guarantee payment of business licenses and sales tax, if applicable to function.
- k. **Required attachments -- detailed explanation, including drawings and diagrams where applicable, of the prospective plan of the Permittee to provide for the following, as appropriate:**
 - (1) Police and fire protection (describe on-site security; Gulf Shores Police will do routine patrol and will respond to calls.)
 - (2) Food and water supply and facilities
 - (3) Health and sanitation facilities (specify number of portable toilet facilities to be furnished)
 - (4) Medical facilities and services including emergency vehicles and equipment
 - (5) Vehicle access and parking facilities (If the proposed public assembly is expected to require more parking than can be provided at the location of the assembly, the applicant must submit plans showing where additional parking will be provided and a letter from the owner of the property granting approval for such use.)
 - (6) Camping and trailer facilities
 - (7) Illumination facilities
 - (8) Communications facilities
 - (9) **Signage - Signage placement must be shown on diagram, comply with the City's Zoning Ordinance (Ordinance #1584, Chapter 18, Article XVI, Signs) and be approved by the Recreation and Cultural Affairs Director (or his agent) prior to the issuance of the Permit.**
 - (10) Noise control and abatement
 - (11) Facilities for daily clean up and waste disposal; final cleanup will be done within 24 hours after close (grease or oil disposal shall be monitored)
 - (12) Insurance and bonding arrangements -- Binder or other proof of coverage in proper amount shall be in the hands of the Clerk no later than five (5) days before the first day of the event.

APPLI CATI ON FOR PUBLI C ASSEMBLY PERM I T

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The undersigned has authority to execute this application; and the requesting organized group, unincorporated association of persons, or corporation promises and agrees to abide by all the terms and conditions of Section 11-26, Code of Ordinances, under which a Public Assembly Permit is issued, and to abide by all rules and regulations of the City of Gulf Shores, Alabama.


SIGNATURE OF AGENT

By authority of Section 11-24 of the Code of Ordinances of the City of Gulf Shores, the requirement of an Assembly Permit shall not apply to any activity sponsored by the City, County or State.

The Permit shall be issued only after approval by the appropriate City Officials, as indicated below:

- a. Police Chief: _____ Date: _____
- b. Fire Chief: _____ Date: _____
- c. Public Works Director: _____ Date: _____
- d. Building Official: _____ Date: _____
- e. Planning & Zoning: _____ Date: _____
- f. Recreation & Cultural Affairs: _____ Date: _____
- g. City Administrator: _____ Date: _____

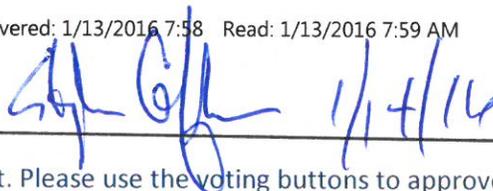
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Emily Tidwell

From: Emily Tidwell
Sent: Wednesday, January 13, 2016 7:58 AM
To: Edward J. Delmore; Hartly Brokenshaw; Andy Bauer; Mark Acreman; Brandan Franklin; Grant Brown
Cc: Wanda Parris; Carla Estill; Alicia Talley
Subject: Assembly Permit #1
Attachments: SKM_C224e16011307480.pdf

Tracking:	Recipient	Delivery	Read	Response
	Edward J. Delmore	Delivered: 1/13/2016 7:58 AM	Read: 1/13/2016 8:01 AM	Approve: 1/13/2016 1:15 PM
	Hartly Brokenshaw	Delivered: 1/13/2016 7:58 AM	Read: 1/13/2016 8:21 AM	Approve: 1/13/2016 8:24 AM
	Andy Bauer	Delivered: 1/13/2016 7:58 AM	Read: 1/14/2016 8:07 AM	Approve: 1/14/2016 8:08 AM
	Mark Acreman	Delivered: 1/13/2016 7:58 AM	Read: 1/13/2016 8:27 AM	Approve: 1/13/2016 8:27 AM
	Brandan Franklin	Delivered: 1/13/2016 7:58 AM	Read: 1/13/2016 10:02 AM	Approve: 1/13/2016 10:02 AM
	Grant Brown	Delivered: 1/13/2016 7:58 AM		Approve: 1/13/2016 10:16 AM
	Wanda Parris	Delivered: 1/13/2016 7:58 AM	Read: 1/13/2016 8:42 AM	Approve: 1/13/2016 8:43 AM
	Carla Estill	Delivered: 1/13/2016 7:58 AM		
	Alicia Talley	Delivered: 1/13/2016 7:58 AM	Read: 1/13/2016 7:59 AM	

CITY ADMINISTRATOR



Please see the attached assembly permit for the Art Market. Please use the voting buttons to approve/decline.
Thank you,
Emily

Emily Tidwell

Executive Office
Administrative Assistant II
PO Box 299
203 Clubhouse Drive, Suite B
Gulf Shores, AL 36542
www.gulfshoresal.gov

Phone (251) 968.1126
Fax (251) 968.4459

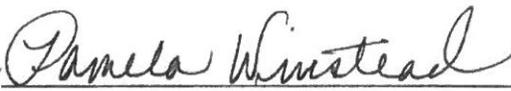
GCAA Copy

October 28, 2015

To Whom it May Concern:

The Gulf Coast Arts Alliance, Inc. (GCAA), hereby has permission to use the indoor and outdoor facilities of the First Presbyterian Church of Gulf Shores for the purpose of having an Art Market on January 23, February 13 and May 7, 2016. The Gulf Coast Arts Alliance, Inc. and the attendees waive any liability and hold harmless the First Presbyterian Church of Gulf Shores and will provide a Certificate of Insurance.

Set up will include artists booths inside the church in areas that are designated by the church as available during the January 23 and February 13 Art Markets. Set up will include artists booths and tents on the outside grounds designated available by the church during the May 7 Art Market.

By 
Pamela Winstead, Director of Music and
Church Life

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MCCARRON INSURANCE GROUP, INC 25620 Canal Road Orange Beach, AL 36561	CONTACT NAME:	
	PHONE (A/C, No, Ext): (251) 981-9999 FAX (A/C, No): (251) 981-2480 E-MAIL ADDRESS: joe@mccarroninsgroup.com	
INSURED Gulf Coast Art Alliance P O Box 4153 Gulf Shores, AL 36547	INSURER(S) AFFORDING COVERAGE	NAIC#
	INSURER A: Covington Specialty Insurance	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			VBA359550-00	2/11/2015	2/11/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANYAUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101. Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Gulf Shores First Presbyterian Church 309 E 21st Avenue Gulf Shores, AL 36542	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Catherine K. Lacy</i>
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