

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: 2/17/16

ORGANIZATION/SPONSOR Robertsdale Rotary Club

ADDRESS P.O. Box 1133

AGENT OR REPRESENTATIVE Dennis Young

TELEPHONE NUMBER (home) _____ (business) _____

Email ADDRESS _____

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:

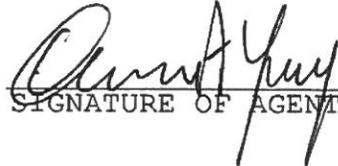
- a. Purpose of the Public Assembly: Doc's HotTrot for ARC. 5K and 1 mile run to benefit the ARCBC
- b. Dates of the Assembly: 6/18/16
- c. Time of the Assembly: from 6:30 to 10:30
- d. Estimated number of Participants/Attendees: 500
- e. Estimated number of Vendors: 0
- f. Location of Assembly (legal description of property if known): LULU's Homeport Marina 200 East 25th Ave. Gulf Shores AL.
- g. Owner of Property: LULU'S

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

- 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.

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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: _____

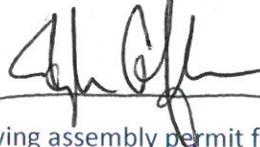
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Emily Tidwell

From: Emily Tidwell
Sent: Monday, February 29, 2016 8:47 AM
To: Edward J. Delmore; Hartly Brokenshaw; Andy Bauer; Mark Acreman; Brandan Franklin; Grant Brown
Cc: Wanda Parris; Alicia Talley; Carla Estill
Subject: HOT TO TROT ASSEMBLY PERMIT
Attachments: Assembly Permit Application - Rotary Hot Trot.pdf

Tracking:	Recipient	Delivery	Read	Response
	Edward J. Delmore	Delivered: 2/29/2016 8:47 AM		Approve: 2/29/2016 9:16 AM
	Hartly Brokenshaw	Delivered: 2/29/2016 8:47 AM	Read: 2/29/2016 9:19 AM	Approve: 2/29/2016 10:11 AM
	Andy Bauer	Delivered: 2/29/2016 8:47 AM	Read: 2/29/2016 9:17 AM	Approve: 2/29/2016 9:17 AM
	Mark Acreman	Delivered: 2/29/2016 8:47 AM	Read: 3/1/2016 2:34 PM	Approve: Assembly Permit
	Brandan Franklin	Delivered: 2/29/2016 8:47 AM	Read: 2/29/2016 10:04 AM	Approve: 2/29/2016 10:04 AM
	Grant Brown	Delivered: 2/29/2016 8:47 AM		Approve: 2/29/2016 2:19 PM
	Wanda Parris	Delivered: 2/29/2016 8:47 AM	Read: 2/29/2016 9:58 AM	Approve: 2/29/2016 9:59 AM
	Alicia Talley	Delivered: 2/29/2016 8:47 AM		
	Carla Estill	Delivered: 2/29/2016 8:47 AM	Read: 2/29/2016 8:48 AM	

City Administrator



Please use your voting buttons to approve/reject the following assembly permit for the Hot to Trot.
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



CERTIFICATE OF LIABILITY INSURANCE

7/1/2016

DATE (MM/DD/YYYY)
02/17/2016

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 LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies PHONE (A/C No. Ext): 1-800-921-3172 E-MAIL ADDRESS: Rotary@lockton.com	FAX (A/C No.): 1-312-681-6769
	INSURER(S) AFFORDING COVERAGE	
INSURED 1379367 All Active US Rotary Clubs & Districts Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER A: Westchester Fire Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES ROTINO1 **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	ADDITIONAL INSURED	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 <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		PMI G23861355 007	7/1/2015	7/1/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMPROP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PMI G23861355 007	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$		NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

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

The Certificate Holder is included as Additional Insured where required by written and signed contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

City of Gulf Shores Alabama
 1905 West 1st St.
 Gulf Shores AL

Robertsdale Rotary Club
 Doc's Hot Trot for ARC
 6/18/2016

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

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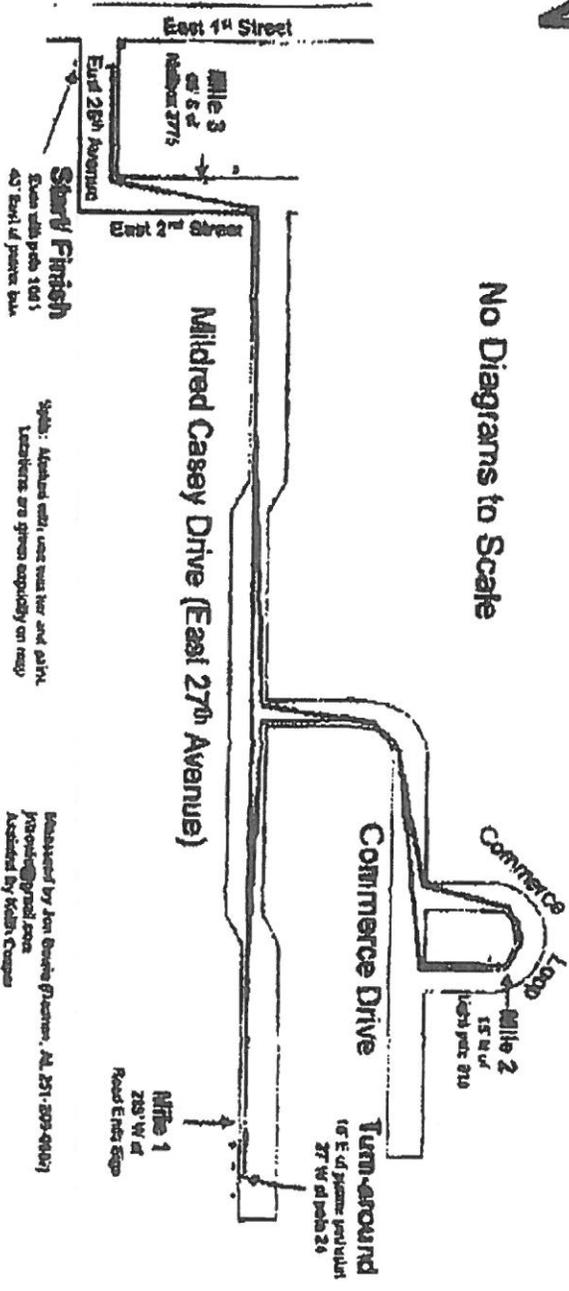
Hot Trot 5K II

Gulf Shores, Alabama

Star/finish and Turn-around marked with washers and paint



No Diagrams to Scale



Maple: Marked with washer and paint
Markers are green except on map

Organized by Jon Bowls & Associates, AL 251-899-0007
jbowls@jba.com
Assisted by Keith Cooper
In June 2012
Categorized on AL0000230
Race contact: Keith Cooper (251-541-9477)

Robertsdale Rotary Club
Robertsdale Rotary Club Foundation
P.O. Box 1133
Robertsdale AL. 36567

MS. Wanda Parris , City Clerk

City of Gulf Shores, AL.

Please find included the following:

Application for Assembly Permit for the Hot Trot for ARC

Course map

Copy of Insurance Certificate

The Hot Trot for ARCBC is a 5K and 1 mile run. This is an annual fundraiser to benefit the Association for Retarded Citizens of Baldwin County. The run is organized and presented by the Robertsdale Rotary Club Foundation. The foundation is the philanthropic organization for our club and is an all volunteer 501c3 corporation established to raise and distribute funds throughout Baldwin County. There are no administrative costs associated with our Foundation. All net proceeds from the race will be presented to the ARC. All pre and post race activities will take place at LULU's. The runs will take place on the right of way as described in the map provided. We provide personnel on the course to direct runners, for traffic control, water stations, and any other personal assistance that participants may need. Please Note:

No City of Gulf Shores employees are needed for prep or clean up

Food, water, and facilities provided by Lulu's

Emergency medical will be provided if needed

Vehicle access and parking is at Lulu's

No camping or trailer facilities required

No illumination facilities

No communication facilities required

Signage placement shown course map (as provided)

Noise control and abatement as required

No daily waste disposal required

Insurance information provided

All net proceeds go to benefit the Association for Retarded Citizens of Baldwin County. We therefore respectfully request that any permit fees be waived.

Please contact me at 251-284-8484 or email to: dennisyoung8484@gmail.com

If approved please send permit to: Robertsdale Rotary Club P.O. Box 1133 Robertsdale, AL. or email to dennisyoung8484@gmail.com

Sincerely

A handwritten signature in black ink, appearing to read "Dennis Young", written in a cursive style.

Dennis Young

Robertsdale Rotary Club