

**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 June 2016

ORGANIZATION/SPONSOR St. Andrew by the Sea, a community church

ADDRESS P.O. Box 2385, Gulf Shores 36547

AGENT OR REPRESENTATIVE Rev. Larry Wood

TELEPHONE NUMBER (home) _____ (business) _____

Email ADDRESS wood.pastor@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: a brief Sunday evening worship service
and box-dinner picnic
- b. Dates of the Assembly: Sunday, August 21
- c. Time of the Assembly: from 5:00 p.m. to 6:00 p.m.
- d. Estimated number of Participants/Attendees: 75-80
- e. Estimated number of Vendors: 0
- f. Location of Assembly (legal description of property if known): viewing platform at the end of Highway 59, to the southwest of the Hangout
- g. Owner of Property: City of Gulf Shores

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.

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: _____

=====

Emily Tidwell

From: Emily Tidwell
Sent: Wednesday, June 29, 2016 10:07 AM
To: Edward J. Delmore; Hartly Brokenshaw; Andy Bauer; Mark Acreman; Brandan Franklin; Grant Brown
Cc: Wanda Parris; Alicia Talley; Matt Young
Subject: FW: Message from KM_C224e
Attachments: SKM_C224e16062909160.pdf

Tracking:	Recipient	Delivery	Read	Response
	Edward J. Delmore	Delivered: 6/29/2016 10:07 AM	Read: 6/29/2016 3:30 PM	Approve: 6/30/2016 10:16 AM
	Hartly Brokenshaw	Delivered: 6/29/2016 10:07 AM	Read: 6/29/2016 12:31 PM	Approve: 6/30/2016 9:15 AM
	Andy Bauer	Delivered: 6/29/2016 10:07 AM	Read: 6/29/2016 10:20 AM	Approve: 6/29/2016 10:21 AM
	Mark Acreman	Delivered: 6/29/2016 10:07 AM	Read: 6/29/2016 10:57 AM	Approve: 6/30/2016 1:48 PM
	Brandan Franklin	Delivered: 6/29/2016 10:07 AM	Read: 6/29/2016 10:08 AM	Approve: 6/30/2016 8:15 AM
	Grant Brown	Delivered: 6/29/2016 10:07 AM		Approve: 6/29/2016 12:10 PM
	Wanda Parris	Delivered: 6/29/2016 10:07 AM	Read: 6/29/2016 11:17 AM	Approve: 6/29/2016 11:17 AM
	Alicia Talley	Delivered: 6/29/2016 10:07 AM	Read: 6/29/2016 10:34 AM	
	Matt Young	Delivered: 6/29/2016 10:07 AM	Read: 6/29/2016 10:17 AM	

City Administrator

 *6/30/16*

Please review assembly permit and use your buttons to approve/reject
Grant and Matt have talked with the Church and are for approving this event.

Thanks
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