

APPLICATION FOR PUBLIC ASSEMBLY

1. EVENT INFORMATION

Event Name: Music at Meyer

Event Date(s): 3/23, 3/30, 4/06, 4/13

Contact Information (Applicant will serve as the sole contact for all correspondence from the City.)

Applicant

Event Organizer

Name: **Special Events Division**

Name: **COGS/Recreation and Cultural Affairs**

Address: **PO Box 299 Gulf Shores, Al 36547** Address:

Phone #: **251-968-1434**

Phone #: **251-968-1171**

Cell #: **251-979-0096**

Cell #:

Email : **ebassett@gulfshoresal.gov**

Email : **events@gulfshoresal.gov**

Web Address: **<https://www.gulfshoresal.gov/1428/Music-at-Meyer-Park>**

Purpose

- | | | |
|--|---|--|
| <input type="checkbox"/> Athletic/Recreation | <input checked="" type="checkbox"/> Concert/Performance | <input type="checkbox"/> Social |
| <input type="checkbox"/> Outdoor Market | <input type="checkbox"/> Fitness | <input type="checkbox"/> Demonstration/Rally |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Festival/Fair | <input type="checkbox"/> Other |

Event Description

The City of Gulf Shores Special Events Division is presenting the 2023 Music at Meyer Park concert series. These annual springtime concerts have become a fan favorite for locals and visitors alike. All Music at Meyer Park concerts are FREE to the public and begin at 6 p.m.

Location*

Address: **Meyer Park - 400 East 22nd Avenue.**

***An official letter from owner of property permitting activity MUST accompany application, if not owned by applicant**

Attendance

Anticipated Attendance Total 80-200 Per Day

Dates/Times*

Setup Date/Time 3/23,3/30 4/06,4/1 Dismantle Date/Time

Event Start Date Event End Date

**Event Hours 6:00PM-8:00PM

***If requesting multiple days please detail each day and time of operation in the Site Plan.**

****Please indicate the intended daily event start and end time(s).**

Is this an annual event? Yes No How many years have you been holding this event? 13

Event Features (check all that apply and include supporting documentation)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Beverage/Food Vendors | <input checked="" type="checkbox"/> Entertainment | <input type="checkbox"/> Animals |
| <input checked="" type="checkbox"/> Merchandise Vendors | <input checked="" type="checkbox"/> Tents/Canopies | <input checked="" type="checkbox"/> Electrical /Generator Usage |
| <input type="checkbox"/> Stages/Platforms | <input type="checkbox"/> Restrooms | <input type="checkbox"/> Fencing/Barricades |
| <input type="checkbox"/> Pyrotechnics | <input type="checkbox"/> Use of Public Property | <input type="checkbox"/> Outdoor Cooking |
| <input type="checkbox"/> Shuttle Service | <input type="checkbox"/> Vehicles on Display | <input type="checkbox"/> Inflatables/Bounce Houses |

2. INSURANCE CERTIFICATE AND ENDORSEMENTS

In addition to completing the application form and paying permit and rental fees (when applicable), the applicant is required to submit an original certificate of insurance showing Commercial General Liability coverage with a minimum of \$1,000,000 combined single limit per occurrence. If automobiles or inflatables will be utilized, the applicant shall obtain a minimum of \$1,000,000 combined single limit coverage per accident, including owned, hired and non-owned automobiles or inflatables. If any alcohol will be served, liquor liability coverage must be obtained and is subject to Alabama's statutory limits. If the applicant has employees, workers' compensation insurance must be obtained and is subject to Alabama's statutory limits. The applicant also agrees to endorse the City of Gulf Shores (City of Gulf Shores, Alabama, Attn: Purchasing Officer, P.O. Box 299, Gulf Shores, AL 36547) as an additional insured on the general liability, auto, and liquor liability policy and to include a copy of each endorsement with the certificate of insurance. Proof of insurance, acceptable to the City, shall be furnished no later than five (5) days preceding the date of the assembly. Failure to provide proof of insurance will automatically revoke permit. Each certificate of insurance shall provide that the insurer must give the City of Gulf Shores at least thirty (30) days' prior written notice of cancellation and termination of the applicant's coverage there under.

3. ACKNOWLEDGEMENT AND SIGNATURE

I, the applicant, understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that by providing such information it is no guarantee that my proposed event will be issued a permit by the City of Gulf Shores. I further agree to defend, indemnify and hold the City of Gulf Shores harmless from and against all third party claims, demands, liabilities, losses, damages, suits, judgments, costs, expenses (collectively, "Third Party Claims") and reasonable attorney's fees in any manner arising out of or resulting from bodily injury, sickness, disease or death of any person or persons, or damage to or destruction of tangible property, including the loss of use resulting therefrom, or caused by or occurring during the course of performance of any services provided and to meet all department deadlines including submitting proof of proper insurance, a detailed site map, payment of all departmental fees, and details for any contract services required to make the proposed event safe and successful. I verify that I have read and understand this application and the conditions under which my request will be considered. The risk of promoting an event before the permit is issued is the sole responsibility of the applicant.

Print Name of Applicant _____ Signature **Special Events Division City Sponsor** _____ Date **1/9/2023**

PERMIT AUTHORIZATION - FOR OFFICIAL USE ONLY

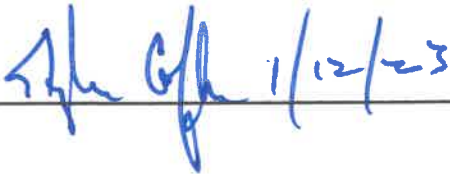
Fire Chief	Date	Fire Department Estimated Cost	\$
		Police Department Estimated Cost	\$
		Public Works Estimated Cost	\$
Chief of Police	Date	Planning & Zoning Estimated Cost	\$
		Building Department Estimated Cost	\$
		Finance Department Estimated Cost	\$
Public Works Director	Date	City Facility Rentals/Fees	\$
		Total	\$
Planning & Zoning Director	Date		
Building Official	Date		
Finance & Admin Director	Date		
Recreation & Cultural Affairs Director	Date	City Administrator	Date

Emily Tidwell

From: Emily Tidwell
Sent: Monday, January 9, 2023 4:00 PM
To: Daniel Netemeyer; Mark Sealy; Lee W. Jones; Brandan Franklin; Grant Brown; Mark Acreman; Noel Hand
Cc: Andy Bauer; Wanda Parris; Mindy Singleton; Amy Denk; Shelby DeBlieux; Layla Andrews; Alicia Talley; Bill Cowan; Joseph R. Taylor; Josh Coleman; George Surry; Melvin Shepard; Samantha Thomas; Brian Dugall; Brigette Reynolds; Lindsey Hart; Lauren Traywick
Subject: Assembly Permit - Music at Myer Park
Attachments: SKM_C250i23010915430.pdf

Tracking:	Recipient	Delivery	Read	Response
	Daniel Netemeyer	Delivered: 1/9/2023 4:00 PM	Read: 1/9/2023 4:58 PM	Approve: 1/9/2023 4:56 PM
	Mark Sealy	Delivered: 1/9/2023 4:00 PM	Read: 1/10/2023 8:46 AM	Approve: 1/10/2023 8:46 AM
	Lee W. Jones	Delivered: 1/9/2023 4:00 PM		Approve: 1/10/2023 11:03 AM
	Brandan Franklin	Delivered: 1/9/2023 4:00 PM		Approve: 1/10/2023 8:02 AM
	Grant Brown	Delivered: 1/9/2023 4:00 PM	Read: 1/9/2023 4:36 PM	Approve: 1/11/2023 12:30 PM
	Mark Acreman	Delivered: 1/9/2023 4:00 PM	Read: 1/11/2023 11:12 AM	Approve: 1/11/2023 11:12 AM
	Noel Hand	Delivered: 1/9/2023 4:00 PM	Read: 1/9/2023 4:39 PM	Approve: 1/10/2023 9:45 AM

CITY ADMINISTRATOR


1/12/23



TEMPORARY SIGN PERMIT APPLICATION

PLANNING AND ZONING DEPARTMENT

Temporary Sign Permits may be approved for events associated with temporary carnivals, festivals, fairs and sporting events, educational and cultural events, charitable, school, and church events, reunions, grand openings & closings, auction, Official City or State of Alabama notices, private sales, and any other similar events requiring or not requiring an assembly permit.

Prior to the installation of a Temporary Sign in the City of Gulf Shores, a permit must be issued. In order to ensure that the proposed sign installation complies with the sign regulations, the following information must be submitted in 8 1/2" X 11" format, scale copies of digital photos are acceptable.

Temporary Sign Regulations:

1. Only one such sign shall be allowed per property, per street frontage;
2. Maximum size of a temporary sign is 32 square feet;
3. Such sign shall be located only on private property where the event is being held and not within a public right-of-way;
4. Temporary sign permits may be issued for a maximum of 14 days per calendar year. The 14 days may be broken into increments of no less than 2 consecutive days offering the ability to obtain numerous temporary sign permits per year.
5. **Temporary signs which have been erected without a permit are subject to a double permit fee or may be summarily removed by the City.**
6. **Temporary signs which have expired shall be summarily removed by the City.**

Temporary Sign Fees:

Permit Fee.....\$25.00

The fee may be waived for non-profit groups.

AN INCOMPLETE APPLICATION WILL BE RETURNED TO APPLICANT

APPLICANT & OWNER INFORMATION:

Applicant: Erica Bassett Property Owner: COGS

Sign Contractor: COGS

Applicant Mailing Address: PO Box 299, Gulf Shores, AL 36547

Phone #: (251) 979-0096 Fax #: ()

Email: ebassett@gulfshoresal.gov

Sign Location (Business Name): Meyer Park

Physical Address: 400 E 22nd Ave, Gulf Shores, Al

SIGN INFORMATION:

Sign Area (sq. ft.): _____ Dimensions _____ x _____

Sign Height Various sizes; same as previous years

Dates to be Used: _____ Installation: March 23, 30; April 06, 13 Removal: Friday AM after each event

By signing below, I hereby certify that I have read the above information and attest that the information provided herein and on the submitted plans and documentation is true and correct to the best of my knowledge and understand that any omissions or inaccurate information can cause this application to be rejected. I further understand that temporary sign shall be removed on the date specified above.

APPLICANT/OWNER SIGNATURE: _____

(Print) Erica Bassett

Date: _____

.....

Fee Paid: _____ **Date Issued:** _____ **Approved By:** _____

If the applicant has any questions or concerns regarding the Temporary Sign Permit review, please contact the following staff members. Please submit this application via email to jclopton@gulfshoresal.gov.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
Mell Davis	Administrator	251.968.1164	251.968.1188	mdavis@gulfshoresal.gov
Justin Clopton	Code Enforcement	251.968.1148	251.968.1188	jclopton@gulfshoresal.gov

EMERGENCY PLAN

1. Identification of who will make key decisions such as canceling the event:

Name: Kristin Hatcher/Gene Lymon	Contact Information: 251-786-9494/251-550-6477
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2. Plans for communicating with event staff, volunteers, guests, media, vendors, on-site police and first aid providers:

- Event staff will communicate with internal staff via cell phone, text message or radio.
- Media and other vendors may be contacted directly via email or by phone.
- All other patrons can access information via social media or will be notified by means that are available and deemed appropriate for the situation

3. Methods for safely managing site evacuation:

- City personnel will work with GSPD to inform patrons to exit the premises through the nearest exit.

4. Steps for caring for injured participants and lost children:

- In case of an emergency the events team will call 911
- In case of a lost child/parent, announcements will be made to notify the public. The events team will work with GSPD to reunite child and parent.

EMERGENCY PLAN

5. Steps for securing potentially dangerous items (tents, signage, propane tanks and items that can be propelled by high winds)

- Weights will be used to secure items

6. Methods for dealing with suspicious packages:

- In the event of a suspicious packet the events team will call 911

7. Training for use of fire extinguishers:

- Should there be a need for a fire extinguisher the events team will call 911

8. Access to local hotline or portable weather station for weather updates:

- In the event of inclement weather (including, but not limited to: thunderstorms, extreme heat, extreme cold, excessive rainfall, flooding, lightning, or any other weather conditions deemed hazardous or unsafe) on event day, the decision to proceed will be made by the COGS, in consultation with Emergency Management. The decision is within the sole discretion of COGS Administrators.
- In the event of inclement weather, the events team will work with other city personal to inform patrons via PA system, social media, etc. to take shelter until further notice.

EMERGENCY PLAN

9. Plans for a back-up public address system for announcements (generator or megaphones):

- Should power go out and the events need to communicate with the public, megaphones will be utilized.

Music at Meyer Series

Meyer Park: 400 E 22nd Ave. Gulf Shores, AL

Dates: March 23rd and 30th April 6th and 13th

Time: 6:00PM-8:00PM

