



SMALL TOWN, BIG BEACH™

**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**

**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.**

DATE: 2/14/19

ORGANIZATION/SPONSOR: Hangout Music Fest, LLC

ADDRESS: PO Box 4087 Gulf Shores AL 36547

AGENT OR REPRESENTATIVE: \_\_\_\_\_

TELEPHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_

EMAIL ADDRESS: sean@hangoutmusicfest.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: Music Festival
- b) Dates of the Assembly: May 16 - 19, 2019
- c) Time of the Assembly: from 11 am to 11 pm
- d) Estimated number of Participants/Attendees: 45,000
- e) Estimated number of Vendors: 40+
- f) Location of Assembly (legal description of property if known):
  - i. Gulf Shores Public Beach
  - ii. The Hangout 101 East Beach Blvd
- g) Owner of Property: Gulf Shores and the Hangout

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.
- j. **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.

*Sean O'Connell*

\_\_\_\_\_  
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

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**From:** Emily Tidwell  
**Sent:** Wednesday, March 13, 2019 1:02 PM  
**To:** Grant Brown; Andy Bauer; Brandan Franklin; Mark Acreman; Edward J. Delmore; Hartly Brokenshaw; Tobi Waters  
**Cc:** Matt Young; Noel Hand; Mindy Singleton; Alicia Talley; Josh Coleman; Jason Woodruff  
**Subject:** FW: HOMF Assembly Permit Application to be routed for Monday's COW  
**Attachments:** 2019 Assembly Permit Application.pdf; HOMF19 Application for Public Assembly Permit (v2).pdf; HOMF18-Map\_2-13-19\_CityPermit.jpg.pdf

Tracking:	Recipient	Response
	Grant Brown	
	Andy Bauer	Approve: 3/13/2019 3:10 PM
	Brandan Franklin	Approve: 3/14/2019 1:32 PM
	Mark Acreman	Approve: 3/14/2019 12:05 PM
	Edward J. Delmore	Approve: 3/14/2019 11:41 AM
	Hartly Brokenshaw	Approve: 3/13/2019 2:08 PM
	Tobi Waters	
	Matt Young	
	Noel Hand	
	Mindy Singleton	
	Alicia Talley	
	Josh Coleman	
	Jason Woodruff	

CITY ADMINISTRATOR

 3/14/19

Department Heads, please see the attached Assembly Permit for your approval, thank you!

### Emily Tidwell

Executive Office  
Administrative Assistant II  
and Records Clerk  
PO Box 299  
203 Clubhouse Drive, Suite B  
Gulf Shores, AL 36542  
[www.gulfshoresal.gov](http://www.gulfshoresal.gov)

Phone (251) 968.1126  
Fax (251) 968.4459





To: Grant Brown  
From: Sean O'Connell, Hangout Fest Director  
Date: February 14, 2019  
RE: 2019 Hangout Music Festival Public Assembly Permit

As required by the City Franchise Agreement, the Hangout Music Festival, LLC is notifying the Gulf Shores City Council of its request for a public assembly permit for the Hangout Music Festival (the "Festival") May 16-19, 2019.

### **FOOTPRINT**

The Festival will take place in and around the Hangout Restaurant, Gulf Shores public beach, surrounding parking lots, and public roadways including portions of Beach Blvd. The festival will use the same footprint as last year which highlighted the new Town Green area and greatly improve crowd flow. This year's festival will utilize the new parking lot east of the Phoenix All Suites for back of house areas.

### **VISION**

Our vision continues to make Hangout Festival the most luxurious festival in the world with incredible amenities that highlight the beauty of Gulf Shores' beaches.

### **FESTIVAL DATES AND HOURS**

- Thursday, May 16, 2019 – 5:00PM - 11:00PM
- Friday, May 17, 2019 – 11:00AM - 11:00PM
- Saturday, May 18, 2019 – 11:00AM - 11:00PM
- Sunday, May 19, 2019 – 11:00AM - 11:00PM

### **SITE USAGE PERIOD**

- The site usage period will be April 29 – May 23, 2019

### **CAPACITY**

We are requesting a capacity of 45,000. Based on the feedback from fans and city officials, we are confident the design improvements made last year greatly improved crowd flow and alleviated congestion during periods of crowd movement. The continued growth in hotels and condos in the area, means guests have plenty of options for lodging.

### **BEACH ACCESS & PARKING**

The beach will be open during festival construction *until the week of the actual event*. For clarity, the beach will be closed for 10 days (Monday, May 13 – Wednesday, May 22).

The following parking lots will be open with access to the beach prior to May 13:

- Gulf Place
- The East Gulf Place Lot (this was previously closed)
- The new lot east of Phoenix All Suites
- East 1<sup>st</sup> Street

### **LOT CLOSURES**

The Festival will post signage 48 hours prior to any street or parking lot closure. Additionally, vehicles parked in striped areas the day before will have a flyer put under a windshield wiper announcing the closure.

### **SHUTTLE PROGRAM**

The Festival shuttle program will be the same as last year. The event will keep buses close to the Festival for any rapid response needed in case of an evacuation.



## **ROAD, PARKING LOT CLOSURES**

### **Monday, April 29**

- Matting will be delivered on the west side of the beach to build a temporary parking lot for the volleyball event.
- Festival will receive the city public works area adjacent to the west city parking lot.
- The west city parking lot will receive some trucks and materials for staging tents.

### **Wednesday, May 1**

- Matting installation for beach volleyball begins.
- The west city parking lot will be fenced off and construction of cabana structure begins
- The west most area of the public beach north of the high tide line will be closed for beginning of the backstage compound build out. This will not inhibit public usage. The public may walk along the edge of the water in this area.
- East 1<sup>st</sup> Street between Beach Blvd and East 1<sup>st</sup> Ave will be closed for construction of the Boom Boom Stage.

### **Monday, May 6**

- Area adjacent to Hangout Stage closed to public to allow for construction.
- This will not inhibit public usage. The public may walk along the edge of the water in this area.

### **Wednesday, May 8**

- Area adjacent to Surf Stage closed to public to allow for construction.
- This will not inhibit public usage. The public may walk along the edge of the water in this area.

### **Thursday, May 9**

- 80 x 80 area on beach closed to public for construction of the Malibu Beach House.
- Small areas in the VIP Grove will have some tents constructed but this will not impede beach access or inhibit usage of the area.

### **Monday, May 13 / Evening Sunday May 12**

- Public beach access closed from Phoenix All Suites going west to Island Winds.
- Gulf Place closed.
- East Gulf Place parking lot closed.
- East 1<sup>st</sup> street closed (south of Beach Blvd).

### **Tuesday, May 14**

- Hwy 59 south of West 1<sup>st</sup> Avenue and Hwy. 182/Beach Blvd between West 2<sup>nd</sup> Street and East 2<sup>nd</sup> Street will be closed to all vehicular and pedestrian traffic.
- Road Closure of East 1<sup>st</sup> Street between East 1<sup>st</sup> Avenue and East 2<sup>nd</sup> Avenue.

### **Monday, May 20**

- Road Opening 6AM: Hwy 59 and Hwy. 182/Beach Blvd. will temporarily reopen to allow for exiting traffic until 12:00PM. The north side of West Beach Blvd. (East of West 4<sup>th</sup> Street) will remain closed to Westbound traffic.

### **Tuesday, May 21**

- 6:00AM: All normal traffic conditions resume on all roads

### **Thursday, May 23**

- All public beach access points will return to normal use.



### **TRAFFIC CONTROL PLAN**

The City of Gulf Shores will remain responsible for the traffic control plan and City Police Officers will ensure that traffic approaching the Festival uses the detours provided. The Festival will augment City efforts to improve pedestrian safety by deploying limited personnel at crosswalks to work alongside City Police Officers.

Festival staff will work to ensure that Beach Blvd. and Highway 59 are cleared on the morning of Monday, May 20 as described more fully above, to allow tourists and commuters to easily and safely get to their destination.

### **EVENT TRAFFIC MESSAGE PLAN**

As in prior years, the Festival will coordinate with the City to provide Electronic Road Signs for all phases of the Festival to ensure adequate communication.

- Pre-Festival messaging: lot closures, street closures, and beach access closures.
- During the Festival messaging: special event warnings, detours, vehicle direction, and pedestrian direction.
- Post-Festival messaging: lot closures, street closures, and beach access closures.

### **NOISE ABATEMENT**

The Festival has contracted a professional sound company to control all noise and vibrations and has also put the following guidelines into practice.

- Amplified music to be ceased no later than 11:00PM.
- Use of delay towers to reach large crowds without having to amplify volume.
- Two of the sound systems will be pointed South towards the water (Boom Boom Stage and BMI Mermaid Stage).
- The Hangout Stage and Surf Stages will transmit sound East and West.

### **PARKING**

The Festival does not offer public parking and most of the Festival staff are local or are staying nearby, so vehicle usage is very limited. The list of parking lots used by the Festival staff (in addition to the parking on East 1<sup>st</sup> Street for security and runner vehicles) are as follows.

- Lot at East 1<sup>st</sup> Avenue and East 2<sup>nd</sup> Street.
- Lot at East 2<sup>nd</sup> Avenue between East 1<sup>st</sup> Street and East 2<sup>nd</sup> Street
- Lot adjacent to Waterville at Gulf Shores Pkwy / Highway 59.
- Surf Style lots in Gulf Shores and Orange Beach.

### **FREE WATER STATIONS**

The Festival will once again offer free water stations for guests.

### **ATTACHMENTS**

- Public Assembly Permit.
- Load-In/Closure Dates Map.
- Festival footprint map detailing safety, restroom, medical, food and water facilities.

A safety and security plan will be sent via separate email in accordance with the due date in the City Franchise Agreement and contingent upon the successful conclusion of meetings between the Festival and City Public Safety officials as requested by the City Mayor.

A reimbursement agreement, Certificate of Insurance and final list of performers, sponsors, vendors and exhibitors will be submitted no later than 30 days prior to the Festival.



As always, we look forward to working with the city to ensure a successful and safe event. Please do not hesitate to call or email me with any questions.

Best Regards,

Sean O'Connell  
Festival Director



