

**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: \_\_\_\_\_

ORGANIZATION/SPONSOR City of Gulf Shores-Special Events Division

ADDRESS PO Box 299 Gulf Shores, Al

AGENT OR REPRESENTATIVE Erica Bassett

TELEPHONE NUMBER (home) \_\_\_\_\_ (business) \_\_\_\_\_

Email ADDRESS ebassett@gulfshoresal.gov

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: Wild and Wicked Beach Bash Party at the Town Green. Band to perform 8p-10p
- b. Dates of the Assembly: October 18th, 2019
- c. Time of the Assembly: from 6pm to 11pm
- d. Estimated number of Participants/Attendees: 1,000
- e. Estimated number of Vendors: 1-5
- f. Location of Assembly (legal description of property if known): Gulf Place Town Green
- 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.

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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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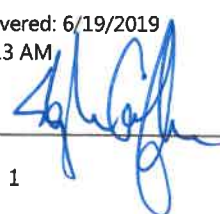
## Emily Tidwell

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**From:** Emily Tidwell  
**Sent:** Wednesday, June 19, 2019 10:13 AM  
**To:** Edward J. Delmore; Hartly Brokenshaw; Lee W. Jones; Brandan Franklin; Mark Acreman; Grant Brown  
**Cc:** Andy Bauer; Matt Young; Wanda Parris; Noel Hand; Mindy Singleton; Temple Smith; Layla Andrews; Alicia Talley; Jason Woodruff; Josh Coleman; Bo Smith  
**Subject:** Assembly Permit - City of GS Wild and Wicked Beach Bash Party  
**Attachments:** SKM\_C25819061910190.pdf

Tracking:	Recipient	Delivery	Read	Response
	Edward J. Delmore	Delivered: 6/19/2019 10:13 AM		Approve: 6/19/2019 2:22 PM
	Hartly Brokenshaw	Delivered: 6/19/2019 10:13 AM	Read: 6/19/2019 10:51 AM	Approve: 6/19/2019 10:54 AM
	Lee W. Jones	Delivered: 6/19/2019 10:13 AM	Read: 6/19/2019 11:20 AM	Approve: 6/19/2019 11:20 AM
	Brandan Franklin	Delivered: 6/19/2019 10:13 AM		Approve: 6/19/2019 10:52 AM
	Mark Acreman	Delivered: 6/19/2019 10:13 AM	Read: 6/19/2019 11:21 AM	Approve: 6/20/2019 10:29 AM
	Grant Brown	Delivered: 6/19/2019 10:13 AM		Approve: 6/25/2019 3:18 PM
	Andy Bauer	Delivered: 6/19/2019 10:13 AM	Read: 6/19/2019 10:49 AM	Approve: 6/19/2019 10:49 AM
	Matt Young	Delivered: 6/19/2019 10:13 AM	Read: 6/19/2019 10:38 AM	Approve: 6/19/2019 10:43 AM
	Wanda Parris	Delivered: 6/19/2019 10:13 AM	Read: 6/19/2019 11:20 AM	Approve: 6/19/2019 11:21 AM
	Noel Hand	Delivered: 6/19/2019 10:13 AM	Read: 7/2/2019 5:26 AM	
	Mindy Singleton	Delivered: 6/19/2019 10:13 AM		
	Temple Smith	Delivered: 6/19/2019 10:13 AM		
	Layla Andrews	Delivered: 6/19/2019 10:13 AM	Read: 6/19/2019 10:18 AM	
	Alicia Talley	Delivered: 6/19/2019 10:13 AM	Read: 6/19/2019 10:16 AM	
	Jason Woodruff	Delivered: 6/19/2019 10:13 AM	Read: 6/19/2019 10:34 AM	
	Josh Coleman	Delivered: 6/19/2019 10:13 AM	Read: 6/19/2019 10:20 AM	
	Bo Smith	Delivered: 6/19/2019 10:13 AM		

CITY ADMINISTRATOR

 7/19/19



# 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 ½" 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 ) 979-009 Fax #: (      )

Email: ebassett@gulfshoresal.gov



SMALL TOWN, BIG BEACH™

Sign Location (Business Name): \_\_\_\_\_

Physical Address: 245 W. Beach Blvd-Gulf Shores

**SIGN INFORMATION:**

Sign Area (sq. ft.): 10 Dimensions 4 x 8

Sign Height: Banners - 8

Dates to be Used: Installation: October 4th Removal: October 21st

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) \_\_\_\_\_

Date: \_\_\_\_\_



Fee Paid: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Approved By: \_\_\_\_\_

If the applicant has any questions or concerns regarding Site Plan Review, please contact the following staff members.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
Andy Bauer	Director	251.968.1151	251.968.1188	<a href="mailto:abauer@gulfshoresal.gov">abauer@gulfshoresal.gov</a>
Jennifer Watkins	Planner	251.968.1154	251.968.1188	<a href="mailto:jwatkins@gulfshoresal.gov">jwatkins@gulfshoresal.gov</a>
Sherri Smith	Admin. Assistant	251.968.1164	251.968.1188	<a href="mailto:ssmith@gulfshoresal.gov">ssmith@gulfshoresal.gov</a>



Cones to be added along course

RECREATION & CULTURAL AFFAIRS  
 Haunted Hustle 5K Route



@GulfShoresRec

www.gulfshoresal.gov

Revised 3/13/2019

