

# APPLICATION FOR PUBLIC ASSEMBLY

## 1. EVENT INFORMATION

**Event Name:**

**Dates/Times\***

Setup Date/Time

Dismantle Date/Time

Event Start Date

Event End Date

\*\*Event Hours

Event Location/  
Address:

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

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

### Applicant

### Event Organizer

Name:

Name:

Address:

Address:

Phone #:

Phone #:

Cell #:

Cell #:

Email :

Email :

**Web Address:**

### Purpose

- Athletic/Recreation
- Outdoor Market
- Parade

- Concert/Performance
- Fitness
- Festival/Fair

- Social
- Demonstration/Rally
- Other

### Event Description

## Attendance

Anticipated Attendance Total

Per Day

**\*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?

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

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Beverage/Food Vendors | <input type="checkbox"/> Entertainment          | <input type="checkbox"/> Animals                     |
| <input type="checkbox"/> Merchandise Vendors   | <input type="checkbox"/> Tents/Canopies         | <input 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

Date

#### PERMIT AUTHORIZATION - FOR OFFICIAL USE ONLY

Fire Chief Date

Chief of Police Date

Public Works Director Date

Planning & Zoning Director Date

Building Official Date

Finance & Admin Director Date

Recreation & Cultural Affairs Director Date

<b>Fire Department Estimated Cost</b>	\$
<b>Police Department Estimated Cost</b>	\$
<b>Public Works Estimated Cost</b>	\$
<b>Planning &amp; Zoning Estimated Cost</b>	\$
<b>Building Department Estimated Cost</b>	\$
<b>Finance Department Estimated Cost</b>	\$
<b>City Facility Rentals/Fees</b>	\$
<b>Total</b>	\$

City Administrator

Date

#### 4. SITE PLAN

Each application SHALL be accompanied by detailed site drawings, diagrams and documentation of the proposed event including but not limited to the following:

- Site Plan Map of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area, including entrances and exits, emergency access, event staging, set up and break down plans.
- Site usage period including requested dates and times of operations.
- Medical Services and Security Plan. The location of security and first aid facilities.
- Emergency Plan to include contact names, phone numbers and guidelines.
- Parking, Transportation, and Accessibility Plan. The location of event parking, transportation routes, street or lane closures, shuttle plans, and provisions for handicap accessibility.
- Utility requests including sources and locations of water, sewer, electricity, generators and lighting.
- Temporary Structures and Fencing including the location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, fences, portable toilets, booths, and other temporary structures, including engineered structural drawings.
- Entertainment list, schedule and noise abatement measures.
- Food, Beverages, and Concessions Plan, including location and details of all food, beverage and concession areas including vendor identification and specifics of all cooking areas.
- Garbage, Recycling, and Sanitation Plan including any required Health Permits.
- County, State, or Federal permits that may be required to hold your event.
- Letters of Support (Property owners, City, etc.)

#### 5. EVENT ORGANIZATION INFORMATION/ PROCEEDS/ REPORTING\*

The applicant shall have made provision in a manner approved by the City's revenue division, under its current regulations and procedures for the payment of all necessary business licenses\* and remittance of all applicable sales taxes. **\*Additional permits may be required. Please contact the Revenue Coordinator at (251) 968-1120 to verify.**

Charitable Organization (Copy of 501(c) Required)     Tax Exempt (Exemption Certificate Required)

Are patron admission, entry or participant fees required?  Yes     No

If yes please provide amounts:

Are vendor or other fees required?  Yes     No

If yes please provide amounts:

Estimated gross receipts including ticket, entry, vendor, product and sponsorship sales from this event. Please explain how this amount was computed:

Estimated expenses for this event:

What is the projected distribution or net dollar amount the Host Organization will receive from this event?

## 6. MEDICAL SERVICES AND SECURITY\*

Have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan?  Yes  No

### Medical Services Provider

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email : \_\_\_\_\_

The applicant shall be responsible for making adequate plans for medical coverage of performers, employees, participants, customers and attendants. Please describe your medical plan including your communications plan, the number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. Your plan should include hours of setup and dismantle of medical aid areas, details on first aid stations, personnel needs, medical materials and medical transport. When City paramedics are used for this purpose, the City shall be reimbursed by the applicant for all expense related to their presence. Please describe the medical service plan below. **\*Please contact Support Services at (251) 968-7422 to verify reimbursement rates.**

Have you hired a licensed professional security company to develop and manage your event's security plan?  Yes  No

### Security Company

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email : \_\_\_\_\_

The applicant shall employ at applicant's own expense: security personnel as necessary and sufficient to provide for the adequate security and protection of the maximum number of attendants at the assembly and for the preservation of order and protection of property in and around the site of the assembly. When City police officers are used for this purpose, the City shall be reimbursed by the applicant for all expense related to their presence. **\* Please contact Special Operations at (251) 968-3005 to verify reimbursement rates.** No permit shall be issued unless the chief law enforcement officer for the city is satisfied that such necessary and sufficient security personnel will be provided by the applicant for the duration of the assembly. Please describe your security plan including crowd control, internal security and venue safety, number and certification levels of security personnel.

## 7. EMERGENCY PLAN

All event organizers should consider the possibilities of natural disasters and unplanned emergencies. A basic emergency response plan should be adopted and communicated with event staff, police/security personnel and on-site first aid providers. A plan should include the following minimum provisions where applicable:

- Identification of who will make key decisions such as canceling the event.
- Plans for communicating with event staff, volunteers, guests, media, vendors, on-site police and first aid providers
- Methods for safely managing site evacuation
- Steps for caring for injured participants and lost children
- Steps for securing potentially dangerous items on the event site (tents, signage, propane tanks and items that can be propelled by high winds)
- Methods for dealing with suspicious packages
- Training for use of fire extinguishers
- Access to local hotline or portable weather station for weather updates
- Plans for a back-up public address system for announcements (generator or megaphones)

Please describe your security plan including crowd control, internal security or venue safety, number and certification levels of security personnel.

## 8. TRANSPORTATION AND ACCESSIBILITY

The applicant shall provide sufficient parking to accommodate the number of persons attending the event. Applicant shall provide a sufficient number of parking attendants at all entrances, exits, and within the parking lots. Please describe your transportation and accessibility plan.

Will your event involve the use of a parking and/or shuttle plan? Yes No If yes, please explain

Will your event require the use of public property or street closures? Yes No If yes, please explain

Will your event involve the use of traffic safety equipment? Yes No If yes, please list:

Have you developed a Disabled Parking and/or Transportation Plan (including the use of public transportation or shuttle services) for your event? Yes No Please describe.

Will all food, beverage and vending areas be ADA accessible? Yes No Please describe.

If all areas of your event venue cannot be made accessible will maps or programs be made available to show the location of accessible rest rooms, parking, drinking fountains, and first aid stations?  
Yes No Please describe.

### Transportation Company

Name:

Address:

Phone #:

Fax #:

Email :

### 9. UTILITIES\*

A utility Plan showing the locations of existing and proposed utilities (electric, water, etc.) shall be provided. Obtaining complete electrical and water needs information from vendors, musicians, tent lighting, entertainers, exhibitors, sponsors, etc. is the responsibility of the applicant.

The applicant shall provide a potable domestic water supply from a source approved by the City. Water shall not be dipped from a receptacle for drinking or cooking uses. All food concessions that prepare food items other than packaged or bottled goods must be supplied with hot and cold running water, under pressure, and a means of disposing of wastewater. Water services in parks and public beach areas are for cleaning purposes only.

The installation and distribution of all electrical power used to support the event shall be completed by a licensed electrician. In some cases, electrical distribution plans and load calculations prepared by a licensed electrical contractor or electrical engineer may be required. Existing city maintained lighting and outlet circuits may not be used for event power use unless prior approval is obtained in writing before the event date and time. The City may inspect power distribution safety at your event and may require onsite modifications. Please describe your utility plan.

Yes No Will your event require potable water? If yes, please describe

Yes No Will your event require electricity? If yes, please describe

Yes No Will your event require generators? If yes, please describe

Yes No Will your event require lighting after dark? If yes, please describe

### Electrical Contractor

Name:

Address:

Phone #:

Fax #:

Email:

### 10. GARBAGE, RECYCLING AND SANITATION\*

The applicant shall demonstrate to the satisfaction of the City that an adequate garbage, recycling and sanitation plan has been prepared. All solid waste material shall be promptly removed from the site. The assembly area and parking area shall be returned to a litter-free condition after the assembly is concluded. Adequate toilet facilities for both sexes must be distributed throughout the event site and shall be maintained in a sanitary condition at all times. When applicable, the approval by the health department of applicant's sanitary facilities plans shall be a prerequisite for the issuance of a permit. Please describe your plan for cleanup and removal of garbage, recyclable goods, and sanitation during and after your event. **\*Please contact the Public Works department at (251) 968-1962 for specific disposal and recycling policies.**

Do you plan to provide garbage, recycling and sanitation at your event? Yes No

If yes, provide the number of:

Trash Cans

Dumpsters

Recycling Containers

Do you plan to provide portable rest room facilities at your event? Yes No

You may be required to provide portable rest room facilities with adequate hand sanitation\*, at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event.

\*Acceptable hand sanitation units are portable sinks or waterless hand sanitizer dispensers at a 4:1 ratio (restrooms to hand sanitizers).

Number of portable toilets

Number of ADA accessible portable toilets

If no: Please explain:



**Garbage/Recycling Company**

**Port-a-let Company**

Name:

Name:

Address:

Address:

Phone #:

Fax #:

Phone #:

Fax #:

Email :

Email

**11. TEMPORARY STRUCTURES AND FENCING\***

Describe the type of temporary structures proposed for the event, including but not limited to tents, stages, fences, the location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, booths, and other temporary structures. Engineered structural drawings may be required at the discretion of the City. **\*Additional permits may be required. Please contact the Building Official at (251) 968-1150 to verify.**

Yes  No Are temporary structures proposed at the event? If yes, please explain

Number

Type

Sizes

Is temporary fencing proposed at the event? If yes, please explain  Yes  No

Date of Installation

Date of Removal

**Temporary Structure Company**

**Fence Company**

Name:

Name:

Address:

Address:

Phone #:

Fax #:

Phone #:

Fax #:

Email :

Email :

**12. Food, Beverages and Concessions**

Does your event include food concession and/or preparation areas?  Yes  No

If yes, please describe how food will be served and/or prepared

Do you or your vendors intend to cook food in the event area? Yes No

If yes, please specify method:

- Gas  Charcoal  
 Electric  Other (specify) \_\_\_\_\_

Does your event involve the consumption of alcoholic beverages? Yes No

All alcohol sales must be in accordance with Federal, State of Alabama and City of Gulf Shores regulations. If yes, please check all that apply (**Please refer to Item 2 for required certificates and endorsements**):

- Free Alcohol  Beer  
 Alcohol Sales  Wine  
 Host and Sale Alcohol  Distilled Spirits

Will items or services be sold at your event? Yes No

If yes, please describe and attach a complete list of vendors and include a sample of the vendor pass that will be used.

Will items or services sold at your event present unique liability issues (e.g. body piercing, massage, animal rides, etc.)? Yes No If yes, please describe or attach a complete list of vendors.

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### 13. ENTERTAINMENT\*

Will your event include musical entertainment? Yes No If yes, please explain

Include an attachment listing all bands/performers and performance time schedule.

Will sound checks be conducted prior to the event? Yes No If yes:

Start time \_\_\_\_\_ Finish time \_\_\_\_\_

Will sound amplification be used? Yes No If yes:

Start time \_\_\_\_\_ Finish time \_\_\_\_\_

Please describe the sound equipment that will be used for your event

Will inflatables, slides, bounce houses, hot air balloons or similar devices be used at your event?  
Yes No If yes, please describe

Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics? Yes No  
If yes, please describe

Will your event include the use of any signs\*, banners, decorations, or special lighting? Yes No  
**\*Additional permits may be required. Please contact Planning & Zoning at (251) 968-1164 to verify.**  
If yes, please describe

#### 14. MARKETING AND PROMOTION

Will this event be marketed, promoted, or advertised in any manner? Yes No  
If yes, please describe

Will there be live media coverage during the event? Yes No If yes, please describe

Will media vehicles be parked within the event venue? Yes No If yes, please describe

Do you have a plan to control or limit the placement and/or distribution of promotional signage, stickers, and other items? Yes No If yes, please describe