



## **SPECIAL EVENT PERMIT APPLICATION**

This Event Request Application must be completed and returned to the City of Irondale prior to the event to allow for the City approval and planning process to be accomplished. Please review Article II – Permits for Special Events of the *Municipal Code of the City of Irondale* before applying for a special event permit.

### **Time for Filing**

Applications for a special event permit must be filed with the city clerk during regular city business hours not less than 30 days before the date of the event. The city clerk, for spontaneous events or where good cause is shown therefore, shall have the authority to consider any application which is filed at least forty-eight (48) hours before the date such event is proposed to be conducted.

### **Event Organizer**

Event Contact Name: \_\_\_\_\_

Event Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_

### **Event Information**

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Purpose of the Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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Estimated Attendance: \_\_\_\_\_

Parking Location: \_\_\_\_\_

Tickets Required: \_\_\_\_ Yes \_\_\_\_ No Ticket Price(s): \_\_\_\_\_

Will items be sold at the event? \_\_\_\_ Yes \_\_\_\_ No

List items to be sold: \_\_\_\_\_

\_\_\_\_\_

Will there be food vendors? \_\_\_\_ Yes \_\_\_\_ No

Will the event include: \_\_\_\_ Alcohol Sales \_\_\_\_ Alcohol Tasting \_\_\_\_ None

**If items will be sold at the event, please review Article X – Special Events with Temporary Sales of the Municipal Code of the City of Irondale, Alabama for information regarding sponsor licenses.**

Will any streets be traversed for the event? \_\_\_\_ Yes \_\_\_\_ No

If yes, please list all streets involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please identify what portion of any public place, public area, or public property will be occupied by the special event and **a site map and/or route** of the special event:

\_\_\_\_\_

\_\_\_\_\_

Please list the time at which units of the event will begin to assemble at any such assembly areas:

\_\_\_\_\_

Please list the interval of space to be maintained between units of the event (if a parade):

\_\_\_\_\_

\_\_\_\_\_



## **SPECIAL EVENT PERMIT APPLICATION**

Is this event being held on someone's behalf? \_\_\_\_ Yes \_\_\_\_ No

**If yes, please provide a written communication from the person proposing to hold the special event authorizing the applicant to apply for the permit on his or her behalf.**

Event Details and Special Requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please submit, along with this application, a copy of your Event Map and a copy of your Driver's License.**

### **Participant Waiver**

If an event involves an athletic activity such as walking, jogging, running, etc., the event organization must provide to the City copies of signed waiver forms for each participant. Waiver forms may be organized to allow multiple signatures per page and may be contained in a general release on the application form for the race.

Does your event involve an athletic activity such as walking, jogging, running, etc.?

\_\_\_\_ Yes \_\_\_\_ No

If yes, a participant waiver must be submitted with the Special Event Permit Application.





## **SPECIAL EVENT PERMIT APPLICATION**

### **Insurance**

As a condition precedent to the use of a public place, public area or public property for a special event, an applicant may be required to obtain, at their expense:

- a commercial general liability insurance policy;
- automobile liability (including non-owned and hired), if applicable; and
- dram shop (liquor liability insurance), if applicable.

The City of Irondale and its officials, agents, servants, representatives, and employees shall be named as additional insureds on said policy. Said policy shall provide limits of liability in the minimum amount determined necessary by the City Clerk, but in no event shall the required insurance coverage be less than the following:

(1) commercial general liability policy with a combined single limit of \$1,000,000 per occurrence and a general annual aggregate limit of \$2,000,000 with all such insurance shall be on an "occurrence" basis;

(2) commercial auto liability coverage (including owned, non-owned and hired) in the amount of \$1,000,000 each occurrence; and

(3) dram shop liability in the amount of \$1,000,000.

Proof of such insurance shall be provided to the city clerk prior to the special event. The failure of a permittee to provide written proof of the required insurance shall be grounds for termination of a permit issued pursuant to the article as provided by Sec. 11-44. A permittee shall obtain a written waiver of liability from each participant releasing the city, its officials, agents, servants, representatives, and employees from any and all liability arising out of said participation. This release may be contained in a general release on the application form for the race. The permittee shall, prior to the special event, provide to the city an indemnity and hold harmless agreement for approval.

**Please provide a copy of the liability waiver listing insureds required by the City.**

### **Fees and Other Requirements**

Pursuant to Article II, Section 11-34 of the *Municipal Code of the City of Irondale, Alabama*, the following fees and other requirements are mandatory. A permit fee of \$100.00 shall be paid by all applicants at the time of filing the special event application. A damage deposit, a deposit for the cost of cleanup and/or a reservation/rental fee may be required for certain properties by the city clerk. The cost to satisfy the requirements for security, traffic control or crowd control shall be at the responsibility of the permittee.



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### **Acknowledgement and Agreement**

Following receipt by the city, this Special Event Permit Application will be evaluated by City of Irondale staff to determine whether appropriate city staff will be necessary and therefore required for public health and safety reasons. The City reserves the right to require that city personnel be on site during an event depending on the projected event attendance, the nature of the event, and/or other event considerations. It is the City's sole responsibility to determine the appropriate staff required to cover an event. When such personnel are required by the City, additional fees may apply and shall be paid at least seven days prior to the event date. It should be noted that, when needed, staff is required for a minimum of four hours.

The Municipal Code of the City of Irondale must be adhered to for each event. By submitting this form, I declare that I agree to ensure that Chapter 11, Article II – Permits for Special Events of the *Municipal Code of the City of Irondale, Alabama*, and other applicable laws of the City of Irondale, Alabama ("Regulations"), relative to the event herein requested will be adhered to by myself, my guests, and/or my organization. I understand that the failure to follow the Regulations at the event herein requested may result in forfeiture of the security deposit given, cancellation of the event, and/or loss of future reservation privileges of Irondale public facilities. I, as the Event Organizer:

- declare that I have read, understood, and acknowledge the foregoing agreement;
- agree to indemnify, defend, and hold the City and its officers, officials, employees and agents harmless against all claims, liability, loss, damage, or expense incurred by the City on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted; and
- attest that I have read the CDC's guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html> and agree to abide by any COVID-19 distancing and other safety guidelines issued by the state, county, and the community for the event.

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Signature

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Printed Name

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Date



**SPECIAL EVENT PERMIT APPLICATION**  
**INTERNAL USE ONLY**

	<b>Date Received</b>	<b>Date Confirmed/Completed</b>
<b>Application</b>		
<b>Demonstration/Event/Race Map</b>		
<b>Sponsor License</b>		
<b>ABC License</b>		
<b>Food Vendor License</b>		
<b>Participant Waiver</b>		
<b>Insurance Liability Waiver</b>		
<b>Police/Fire/Revenue/Other Dept. Contacted</b>		
<b>Fee Received</b>		
<b>Permit Issued</b>		