

TABLE OF CONTENTS

Section

| | | |
|-----|--|--------|
| 1 | Special Event Permits | Page 2 |
| 2 | Check list for Hosting Special Events in Montgomery, Alabama | 4 |
| 3 | Alcoholic Beverage Control | 6 |
| 4 | Barricades | 8 |
| 5 | Block Parties | 9 |
| 6 | Carnival Rides | 10 |
| 7 | Clean-up Plans | 11 |
| 8 | Electrical Services | 12 |
| 9 | Emergency Medical Services | 13 |
| 10 | Fireworks and Pyrotechnic Displays | 14 |
| 11 | Health Permits | 15 |
| 12 | Insurance Requirements | 16 |
| 13 | Parades / Walks / Races / Rallies / Public Gatherings | 19 |
| 13a | Production and Filming | 20 |
| 14 | Park Rentals / Event Services | 21 |
| 15 | Restroom Facilities | 22 |
| 16 | Security | 23 |
| 17 | Signs and Banners | 24 |
| 18 | Site Maps | 25 |
| 19 | Street Closings / Bridge Closings / Restricted Parking | 26 |
| 20 | Tents and Temporary Structures | 27 |
| 21 | Vending, Location and Business Licenses | 28 |
| 22 | Venues – City of Montgomery | 30 |
| 23 | Schedule of Fees | 31 |
| 24 | Handbook Updates and Suggestions | 33 |

Contents of this handbook are presumed accurate as of December 20, 2013

All information is subject to change.

Updated handbook is located at www.funinmontgomery.com.

SECTION 1

SPECIAL EVENTS PERMIT

Who must apply for a Special Event Permit to host an event in Montgomery, Alabama?

Anyone who plans to host a special event in Montgomery, Alabama that will:

- be held on or affect Montgomery streets, sidewalks, property, or right of way and/or;
- require City of Montgomery services beyond those the city provides its citizens under ordinary, everyday circumstances and/or;
- have features that require issuing of one or more additional licenses or permits (fire works, alcoholic beverages, Food sales, street closings, tents more than 1,000 square feet, etc.).

must file an application for a Special Event Permit with the City of Montgomery Special Events Department office and pay the required fee(s) for that permit.

What types of events require a Special Event Permit?

Assembly or Rally

Concert

Block Party

Filming or Photography

Race, Walk or Run

Festival

Parade

Public Performance

For further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A

Montgomery, Al 36104

(334)625-2100

(334)625-4094

www.funinmontgomery.com

For applicable fees and updates, please visit www.funinmontgomery.com.

What is the process for applying for a Special Event Permit?

Anyone who plans to host a Special Event (as defined above) in the City of Montgomery must complete and submit a Special Event Permit application City of Montgomery Special Events Department office.

Customer Representatives are available to assist applicants by phone or at the City of Montgomery Special Events Department office between 8 a.m. and 5 p.m., Monday through Friday, excluding official City of Montgomery holidays.

All Special Event Permit applications must be accompanied by a check (made payable to “City of Montgomery”) in the amount of \$25.00.

Application fees are non-refundable and are forfeited if an event is cancelled or if a Special Event Permit application is denied.

Prior to issuing a Special Event Permit, the City of Montgomery Special Events Department office will forward copies of completed applications to appropriate City of Montgomery departments and other agencies for their review and approval:

- City of Montgomery Special Events Department (if additional city or state permits or licenses are required)
- City of Montgomery Fire Department
- City of Montgomery Police Department
- City of Montgomery Traffic Engineering Department
- City of Montgomery Finance Department
- City of Montgomery Leisure Services Department
- City of Montgomery General Services Department

and, if appropriate:

- Sanitation Department
- Risk Management
- Emergency Medical Services
- Parking Authority
- MATS (Montgomery Area Transit System)
- Riverfront Development Foundation

No application for a Special Event Permit will be processed nor will a permit be issued unless the Special Event Permit Application is signed by a duly-authorized agent of the event. A duly signed and notarized power of attorney must be provided upon request.

Once a completed Special Event Permit application is submitted by an event organizer, it must be reviewed and approved by all appropriate departments and agencies. Once all fees, maps, permits, licenses, certificates of insurance and other required information are received from an applicant, the City of Montgomery Special Events Department office will issue a permit for that event subject to completion of any additional inspections that may be required due to the set up and/or special nature of the event.

For applicable fees and updates, please visit www.funinmontgomery.com.

SECTION 2

CHECKLIST FOR HOSTING SPECIAL EVENTS

Two Months Prior to Hosting a Special Event

Reserve a venue. Contact the City of Montgomery Special Events Department office if you would like to host your event in a City of Montgomery-owned venue. Since City of Montgomery venues are in high demand, it is advisable to reserve them as early as possible.
(See **Venues**, Section 22)

Request a Special Event Application. Contact the City of Montgomery Special Events Department office for information and a copy of the “Montgomery, Alabama Special Events Handbook.”

Prepare a Special Event Permit application to submit to the City of Montgomery Special Events Department office no later than 30 days before your festival or event.

Request city services, resources and rentals on your application that you think you might need for your event. Check on-line at www.funinmontgomery.com for the latest fees and rental charges or call (334)625-2100. (See **Rentals**, Section 14).

Obtain all appropriate insurance for your Special Event. Certificates of Insurance required from event organizers, fireworks and pyrotechnics vendors, food and alcohol vendors, carnival ride and inflatable operators, etc., must be submitted to the City of Montgomery Special Events Department office along with an applicant’s Special Event Permit application and approved by City of Montgomery Special Events Department. (See **Insurance Requirements**, Section 12)

Prepare applications for all other permits, licenses and services required for your particular Special Event:

- **Special Event Liquor License** - If you plan to serve or sell alcoholic beverages at your event, you must submit an application for a Special Event Liquor License to the State of Alabama Alcoholic Beverage Control Board and the City of Montgomery Special Events Department office, along with a required Certificate of Insurance in the amount of \$1,000,000.
(See **Alcoholic Beverage Control**, Section 3; **Insurance Requirements**, Section 12)
- **Health Permit** - If you plan to serve or sell food or drinks at your event (other than pre-packaged), you must submit an application for a Health Permit to the Montgomery County Department of Public Health
(See **Health Permits**, Section 11)
- **Fireworks/Pyrotechnics Permit** - If you plan to have fireworks or pyrotechnic displays at your event, you must submit an application for a Fireworks/Pyrotechnics Permit to the State of Alabama Fire Marshall’s Office along with required application fee and proof of insurance as well as to the City of Montgomery Fire Department, (See **Fireworks and Pyrotechnic Displays**, Section 10)
- **Carnival Rides Permit** - If your event will include carnival rides, you must submit an application for a Carnival Rides Permit and proof of insurance to the City of Montgomery Special Events Department office which must be approved by the City of Montgomery Fire Department least 30 days prior to an event.
(See **Carnival Rides**, Section 6; **Insurance Requirements**, Section 12)
- **Master Vendor Designation** - If you plan to create boundaries around a specific event area, and/or if you plan to control all vending within that designated event area, you must submit an application to the City of Montgomery Special Events Department. (See **Vending, Location and Conveyance Permits**, Section 21)

- **Tent or Temporary Structure Permit** - If you plan to erect at least one tent or temporary structure over 1,000 square feet in size, you must submit an application to the City of Montgomery Fire Department for a Tent or Temporary Structure Permit and attach a Certificate of Flame Resistance and Site Map, showing the location of the tent(s). (See **Tent or Temporary Structures**, Section 20; **Site Maps**, Section 18)
- **Electrical/Plumbing Service Needs** - If your event needs electrical or plumbing service for booths, cooking equipment, lighting, sound systems, etc., you must submit a request to the City of Montgomery Special Events Department office for an Electrical service as part of your special event application. Electrical service at special events must be inspected and approved by the City of Montgomery Inspections Department. (See **Electrical Services**, Section 8)
- **Street Closing** - If you need to close any street(s) to host a block party or event, you must submit an application for a Special Event Permit to the City of Montgomery Special Events Department office. You may need to rent, place, transport and remove barricades as well. (**Note:** while event organizers are responsible for paying the costs of all barricades and signage, the **City of Montgomery Police Department** will determine the placement of these).
- **Neighbor Notification** - If your event is going to require street closings, traffic or bus route changes or other features that will affect the public, **it is the event organizer's responsibility** to notify all affected neighbors and businesses and prepare and distribute a press release and a Site Map to local media outlets before the event. (See **Street Closing**, Section 19; **Block Parties**, Section 5; **Barricades**, Section 4; **Site Map**, Section 18)
- **Parade** – If you plan to host a parade, walk, road or foot race, rally or public gathering in the City of Montgomery you must file for an event permit with the City of Montgomery Special Events Department office. A site map must be attached to the application before submission to the City of Montgomery Special Events Department. By city ordinance, the City of Montgomery Police Department must approve all event permits before they are issued by the City of Montgomery Special Events Department. (See **Parades, Walks, Races, Rallies and Public Gatherings**, Section 13)
- **Sign and Banner Approval** – You must obtain Sign and Banner approval from City of Montgomery Special Events Department. See **Signs and Banners**, Section 17)
- **Rally** – Any gathering of five (5) or more individuals gathering together for a common cause or purpose.
- **Assembly** – Any gathering of over fifty (50) people inside of a business/mercantile that would otherwise be conducted in a meeting or assembly hall shall meet the requirements of an assembly and shall require a permit and inspection.

For applicable fees and updates, please visit www.funinmontgomery.com

SECTION 3

ALCOHOLIC BEVERAGE CONTROL

If you plan to sell alcoholic beverages of any kind at your event, a Special Event Liquor License must be obtained from the City of Montgomery following approval from the State of Alabama Alcoholic Beverage Control Board.

Applications for a Special Event Liquor License and additional information about alcoholic beverage control at special events may be obtained from the State of Alabama Alcoholic Beverage Control Board.

For further information, contact:

City of Montgomery:

City of Montgomery Special Events Department

200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094
www.funinmontgomery.com

Alabama:

State of Alabama Alcoholic Beverage Control Board

1064 Monticello Park
Montgomery, Alabama 36117
(334)260-9702
(334)271-1745
www.abc.alabama.gov

A Special Event Liquor License Application and a Certificate of Insurance must be submitted to the City of Montgomery Special Events Department office with a Special Event Application at least 30 days before an event. Include a check to cover the appropriate license fee made payable to "City of Montgomery."

State ABC – Special Event Alcoholic Beverage Licenses:

- Special Event Beer and Wine (per event, per bar)
- Special Event Liquor Drink (per event, per bar)
- Special Event Liquor Auction (per event)

An applicant must be at least 21 years old and a resident of the State of Alabama to obtain an Alcoholic Beverage License.

Applications for a Special Event Alcoholic Beverage License must be submitted to the State of Alabama Alcoholic Beverage Control Board at least 60 days prior to an event. Once State ABC Board approval is obtained, a license will be issued for an event.

If your event will be held in or on City of Montgomery owned property, you must submit an application to the City of Montgomery Special Events Department office for a **Venue Rental Agreement** that will serve as proof of authorization to use that particular City of Montgomery venue.

Anyone serving or selling beer and/or liquor at an event held in or on public property must submit a Certificate of Insurance to the City of Montgomery City and include the City of Montgomery as an additional insured. (See **Insurance Requirements**, Section 12)

Anyone serving or selling beer and/or liquor at an event held in Riverfront Park must add the City of Montgomery to their insurance policy as an additional insured.

SECTION 4

BARRICADES

If an event requires closure of streets or public right-of-ways, proper barricades and signage are required.

An event organizer who wants to close public streets or right-of-ways for an event must submit an application for a Special Event Permit to the City of Montgomery City Special Events Department office at least 60 days prior to an event, as well as a Site Map showing where barricades, traffic control devices and signs are proposed for the event. (See **Special Event Permits**, Section 1; **Site Maps**, Section 18)

Event organizers are responsible for renting barricades for their events. They are available for rent through the City of Montgomery at a cost of \$5.00 per wooden barricade, \$10.00 per lighted barricade and \$10.00 per metal barricade per event. (**Note:** while event organizers are responsible for paying the costs of all barricades and signage, the **City of Montgomery Police Department** will determine the *placement* of these or approve placement as submitted.)

As stated above, placement of barricades and signage on City of Montgomery streets and right-of-ways must be coordinated with and approved by the City of Montgomery Special Events Department.

Event barricades and signage must be removed by the first business day following the event to ensure that City of Montgomery streets and right-of-ways are reopened to traffic as soon as possible.

SECTION 5

BLOCK PARTIES

Anyone who wants to host a Block Party in City of Montgomery must submit an application for a **Special Event Permit** to the City of Montgomery Special Events Department office at least 30 days before the event, and attach a petition to the application that states that all affected residents are aware of the Block Party and associated street closings, and have no objection to the event. The petition must be signed by 75 percent of affected residents. (See **Special Event Permits**, Section 1)

Approval of an **Event Permit** by the City of Montgomery Special Events Department office will be subject to the following stipulations:

- Closing of streets and public right-of-ways for Block Parties will be between 8 a.m. - 11 p.m.;
- Street closings for a Block Party must not create traffic or safety problems;
- Access for local traffic and emergency vehicles must be maintained at all times;
- Barricades and signage must be installed around the perimeter of the permitted area;
- Additional Type 2 lighted barricades are required after dark.

For further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

SECTION 6

CARNIVALS & FAIRS

An event organizer who wants to have carnival rides at an event must submit an application for a Special Event Permit to the City of Montgomery Special Events Department. In addition, the owner/operator of the carnival ride offices must provide the City of Montgomery Special Events Department with detailed log books and all maintenance records for the previous twelve (12) months for each ride to be operated at the event. The City of Montgomery Inspections Department shall inspect and approve each ride before a Special Event Permit shall be issued. (See **Special Event Permits**, Section 1)

There **must** be a minimum of ten (10) feet separating any and all concessions and each ride must be equipped with a fire extinguisher.

Event organizers may also wish to carry additional insurance.

A carnival rides vendor must maintain commercial general liability insurance throughout the entire event, including setup and dismantling, with minimum coverage of \$1,000,000 per occurrence. Proof of such insurance must be submitted to the City of Montgomery Special Events Department office with an event organizer's Special Event Permit Application. The vendor's Certificate of Insurance must list City of Montgomery as an additional insured, as well as the specific venue where the carnival rides are being erected if it is a City of Montgomery-owned venue, public property or right of way. (See **Insurance Requirements**, Section 12)

There is a separate \$75.00 non-refundable application/inspection fee for a Carnival/Fair Permit

For applications or further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A

Montgomery, Alabama 36104

(334)625-2100

(334)625-4094 fax

www.funinmontgomery.com

SECTION 7

CLEAN UP PLANS

An event organizer submitting an application to the City of Montgomery Special Events Department office for a Special Event Permit must submit a clean-up plan with the application.

The clean-up plan must include the following information:

- A drawing or site map of the festival or event area, showing the types and locations of dumpsters and individual trash receptacles;
- The names and contact information of individuals and/or groups responsible for cleaning up during and after the festival or event;
- The location(s) where all waste, including cooking oils, will be disposed of in an approved manner.

Note: Anyone who disposes of cooking oils or waste improperly, such as into City of Montgomery drainage sewers or sidewalk openings will be subject to fines and punishments pursuant to Montgomery City Ordinances and Alabama State Statue.

If an event organizer fails to clean up a venue properly or causes damage to City of Montgomery property or facilities will be billed for the costs to clean and repair the damaged property. If this occurs, City of Montgomery may also deny an application for a future Special Event Permit or require a deposit for future events produced by that event organizer.

Event organizers are responsible for prompt cleanup and removal of debris from all City of Montgomery streets, right-of-ways, affected property owners' sidewalks, steps and alcoves.

Subject to their availability, City of Montgomery may be able to provide the following list of cleaning equipment and services to events for a fee:

- Packer truck and driver
- Sweeper truck and driver
- Litter baskets
- Waste/recycling carts ▪ Delivery and return carts/containers

The associated fees site clean up and maintenance are as follows:

Trash Can Rental- \$5.00 per can per event

Site Clean-Up- \$150.00 per hour (includes one (1) packer truck and a five (5) man crew)

For further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A

Montgomery, Alabama 36104

(334)625-2100

(334)625-4094 fax

www.funinmontgomery.com

SECTION 8

ELECTRICAL SERVICES

The City of the Montgomery Maintenance Department may be able to provide limited electrical service to special events at specific locations or public venues. If you are interested in hosting a festival or event in a City of Montgomery-owned venue, contact that venue for information about electrical services available at that location. (See **Venues - City of Montgomery**, Section 22)

Event organizers should consult City of Montgomery Special Events Department officials to discuss all electrical needs for their event (*this includes the number of vendors, amperage needs of each vendor, needs for electrical service for lights, sound systems, etc.*). The event organizers should work with City of Montgomery Special Events officials to show electrical service information on the Site Map of the event.

If you would like to request stand-by electricians from City of Montgomery for your event, you may do so on your Special Event Permit application, but you will be charged the established hourly rate for their services.

Event organizers must obtain permission from a venue's owner to tap into any private power source.

Event organizers must contact the City of Montgomery Special Events Department office prior to installing and operating any electrical service at an event (see contact information below). An electrical inspection may be required by the City of Montgomery Inspections Department before a Special Event Permit is issued.

The costs of using electrical panels and electrical supply sources at Riverfront Park and other City of Montgomery-owned venues must be paid by the event organizers.

Electrical and/or Plumbing services can be provided at a rate of \$70.00 per hour-to include a two man crew and vehicle.

For further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

SECTION 9

EMERGENCY MEDICAL SERVICES

City of Montgomery Emergency Medical Services (EMS) will provide EMS coverage for special events across our community. Our goal is to ensure that citizens and visitors attending festivals or special events are provided the best in emergency medical coverage.

If you would like to request EMS coverage for your event, you may do so on your Special Event Permit. This will help EMS determine what type of staffing will be required. This determination will be based on the expected number of attendees, any special needs or risk factors involved and the nature of the event. Please note that the application for a Special Event Permit requires at least the following levels of coverage:

EMS coverage must be provided at all events defined as “major events.”

- Expected attendance up to 5,000 – one to three EMS teams
- Expected attendance 5,000 to 15,000 – three to five EMS teams
- Expected attendance more than 15,000 – a minimum of five EMS teams (total number to be determined based upon the nature and size of the event)

Please use EMS as a resource in developing your event plans, and remember to involve the City of Montgomery Special Events Department as early as possible so that you can plan your event budget and logistics around the level of coverage appropriate to ensure safety for your attendees.

EMS reserves the right to refuse coverage at an event if minimal staffing requirements are not mutually agreed upon, or if inadequate notice is given regarding coverage needs. We will need at least 15 days advanced notice from the date of your event to be able to provide EMS coverage.

Event planners requiring EMS to cover their special events will be asked to enter into a contract that defines the event dates and times, and the number of units needed for adequate coverage. It should also set forth the costs for those services at \$100.00 per EMS team per hour. EMS will submit a bill for those services to the event organizer after the event. Any changes in the event date, time, location, etc. must be communicated to EMS as soon as possible. EMS reserves the right to refuse EMS coverage if critical event information that could affect that coverage is not communicated in sufficient time to evaluate safety needs.

For further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

SECTION 10

FIREWORKS AND PYROTECHNIC DISPLAYS

If a festival or event is going to include a “Public Display of Fireworks or the use of Pyrotechnics or Special Effects an event organizer must apply for and obtain a Fireworks/Pyrotechnics Permit from the particular authority having jurisdiction.

Applications for a Fireworks/Pyrotechnic Displays Permit must be submitted to the State Fire Marshals Office least 10 days before a performance or event, along with the permit application fee (\$50 at least 10 days prior to event or \$100 if received less than 10 days prior to event), payable to “State Fire Marshal’s Fund”.

There is a separate \$75.00 non-refundable application fee for a Fireworks/Pyrotechnics Permit.

A valid Certificate of General Liability Insurance, provided by a licensed or approved surplus lines insurer in Alabama with a satisfactory AM Best rating, must be attached to the Special Event Permit application submitted to the City of Montgomery Special Events Department office. The Certificate of Insurance shall state that the coverage afforded under the policy:

- Will be in effect for the duration of the Performance/Event;
- Will cover claims up to \$1,000,000 per occurrence;
- Will name the fire chief of the fire district in which the event is held as an additional insured.

The Certificate of Insurance must contain the dates of the event and list City of Montgomery, along with any City of Montgomery-owned venue where the fireworks or pyrotechnic will be displayed, as additional insured.

Note that approval of the State of Alabama Fire Marshall and The City of Montgomery Fire Department must be received prior to the issuing of a Special Event Permit for ANY event including a public display of fireworks or the use of pyrotechnic devices.

For further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

**Department of Insurance
State Fire Marshal’s Office**

P.O. Box 303352
Montgomery, Alabama 36130-3353
(334)241-4166

SECTION 11

HEALTH PERMITS

If food or beverages are to be sold or served at a festival or event, event organizers or individual vendors must obtain a Health Permit from the Montgomery County Department of Public Health. Permit fees apply. The Health Permit must be obtained and submitted to the Montgomery Special Events Department office before this agency will issue the event a Special Event Permit.

For an application or further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

Alabama Department of Public Health

Attn: Melanie Boggan
Melanie.Boggan@adph.state.al.us
(334)293-6522

SECTION 12

INSURANCE REQUIREMENTS

If a special event is going to be held on public property, city property or public right of way and has one or all of the features below, then the event organizer must have liability insurance coverage that complies with the following insurance requirements in order to obtain a Special Event Permit from the City of Montgomery Special Events Department office.

- Expected attendance of 500 or more people;
- Fireworks or pyrotechnics will be displayed;
- Alcoholic beverages will be served or sold;
- Carnival rides or inflatables will be part of the event.

Event organizers and any vendors who enter into contracts with them must purchase and maintain throughout the event, including setup and dismantling dates, the following types of liability insurance, if applicable, at their own expense:

- **General Liability Insurance:** If the event organizer is a business or not-for-profit entity, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage and product liability, with a minimum limit of liability of \$1,000,000 per occurrence and with a \$2,000,000 aggregate.

The event organizer must list City of Montgomery and any city-owned venues hosting an event as additional insured on all commercial general liability policies.

- **Liquor Liability Insurance:** If the event organizer is a business which manufactures, distributes, sells, or serves alcoholic beverages, and intends to serve or sell alcoholic beverages at an event; they must also submit a Certificate of Insurance providing proof of a liquor liability insurance policy or properly endorsed general liability policy.

If this event organizer hires a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, they must submit a Certificate of Insurance from the vendor providing proof of a liquor liability insurance policy or properly endorsed general liability policy.

In either case, the minimum acceptable limit of liability per claim and aggregate is \$1,000,000. This requirement applies to the business or group which serves or sells the alcohol.

The firm which is required to supply the liquor liability policy must list City of Montgomery and any city-owned venues hosting an event as additional insured on the policy providing the liquor liability insurance.

Insurance Requirements Continued

- **Host Liquor Liability Coverage:** If the event organizer is a business which does not manufacture, distribute, sell or serve alcoholic beverages, but intends to serve or sell alcoholic beverages at the event, the event organizer's commercial general liability policy should include a liquor liability exclusion endorsement or similar coverage for the serving or sale of alcoholic beverages.

If this same event organizer decides to hire a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, they must follow the instructions under Liquor Legal Liability Insurance.

- **Personal Liability Insurance:** If the applicant/event organizer is not a business or Not-for-profit entity, but is an individual who expects more than 500 attendees at the event and/or intends to serve or sell alcoholic beverages at the event, or have inflatables, the applicant/event organizer must submit a Certificate of Insurance providing proof of personal liability insurance, through either a homeowners policy or other liability insurance policy, in an amount not less than \$1,000,000 combined single limit per occurrence. If alcohol is going to be served or sold by an individual event organizer, the Certificate of Insurance must specify that Incidental/Host Liquor Liability coverage is provided for that particular event, and specify the date(s) of the event.

If this same individual event organizer decides to hire a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, they must follow the instructions under Liquor Liability Insurance.

If this same individual is putting on an event using a vendor to provide carnival rides or inflatables, they must obtain general liability insurance from the vendor as described in General Liability Insurance.

- **Fireworks or Pyrotechnics Permit:** If the applicant/event organizer intends to display fireworks or pyrotechnics and obtains a Fireworks or Pyrotechnics Permit from the State of Alabama Fire Marshall and the City of Montgomery Fire Department or contracts with a fireworks/pyrotechnic vendor who obtains the required permits, the minimum combined single limit of liability for all displayers is \$1,000,000 per occurrence. This amount may be increased at the discretion of City of Montgomery officials based on potential risk associated with the event. The firm that actually launches the fireworks must provide a Certificate of General Liability Insurance with a minimum limit of liability of \$1,000,000 per occurrence, listing the date(s) of the event. The pyrotechnics vendor's policy must list City of Montgomery and any city-owned venues hosting an event as additional insured.
- **Carnival Rides or Inflatables:** If the applicant/event organizer is a business or not-for-profit entity which intends to use carnival rides or inflatables at their event, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, as described in General Liability Insurance

For further information, contact:

City of Montgomery Special Events Department

SECTION 13

PARADES / WALKS / RACES / RALLIES / PUBLIC GATHERINGS

Anyone who wants to host a parade, walk, road or foot race, rally or public gathering in City of Montgomery that will be held in a public venue or that will affect public property or right-of-ways must file a Special Event Permit Application with the City of Montgomery Special Events Department. A **Site Map** defining the event area and all public areas and right-of-ways that will be affected by the event must be attached to the Special Event Permit application.

For further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

SECTION 13a

PRODUCTION AND FILMING

A permit is required to do any professional commercial or movie filming within the City of Montgomery.

No permits are required to perform any personal and/or private filming within the City of Montgomery.

When filming in Montgomery we suggest the following:

- When filming in a business or residential area, give proper notification before production begins.
- Do not trespass.
- Removing, trimming or cutting vegetation or trees is prohibited unless approved by the property owner or other appropriate government agency.
- Please keep all noise levels as low as possible.
- All sets and props should be removed after use.

For further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

State of Alabama Film Office

Tommy Fell
Location Coordinator
Alabama Film Office
401 Adams Ave.
Montgomery, Al 36104
334-242-4195 Office
334-414-4169 Cell

SECTION 14

PARK RENTALS / EVENT SERVICES

Subject to availability, the City of Montgomery may be able to rent to event organizers its portable stage, large format projection system and other equipment and resources for specific public events to make them more enjoyable and less expensive. A list of items available for rent is available from the City of Montgomery Special Events Department office or online at www.funinmontgomery.com

For further information, contact:

City of Montgomery Special Events Department
200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

SECTION 15

RESTROOM FACILITIES

OSHA and the City of Montgomery require an event organizer provide one chemical-type toilet for every 500 people and one handicap chemical-type toilet per every ten units (if permanent restroom facilities are not available at an event venue). If the total number of units is less than ten, one handicap chemical-type toilet should be made available.

The City of Montgomery cannot provide portable restroom facilities for events. A list of vendors who can provide these facilities can be provided by the City of Montgomery Special Events Department office,

Permanent restroom facilities may be available at certain City of Montgomery-owned venues. Restroom attendants must be present when utilizing permanent restroom facilities. Event organizers will be billed \$15.00 per hour for each attendant required during your event. (See **Venues – City of Montgomery**, Section 22)

For further information, contact:

City of Montgomery Special Events Department
200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

SECTION 16

SECURITY

It is the responsibility of an event organizer to provide adequate security for an event. The type and location of the event, presence of alcoholic beverages, availability of sufficient security personnel and other factors will determine the amount of security needed for the event.

The City of Montgomery may require an event organizer to provide private security, off-duty police officers or reimbursement to the City of Montgomery for expenses incurred by providing on-duty police officers for security, traffic control and/or crowd control.

There is a \$25.00 administrative fee for each off-duty police officer. In addition, the event organizer will be billed for each non-traffic related off-duty officer position at a rate of \$30.00 per hour and \$35.00 for each traffic related officer position.

The City of Montgomery Special Events Department office, in conjunction with the Montgomery Police Department and the Montgomery Fire Department, will have the exclusive right and responsibility to determine the extent of police protection and private security at an event.

Any private security firms engaged to provide event security must have prior approval from City of Montgomery Special Events Department officials.

The City of Montgomery will assist event organizers in securing off-duty police personnel for the following event needs:

- Gate security
- Beer/alcohol sales security
- Security for VIPs and celebrities
- Security for money handling
- Stage security
- Overnight security or security outside event hours
- Private parking lot security
- Security for event equipment trailers supplies, etc.

For further information, contact:

City of Montgomery Special Events Department
200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

SECTION 17

SIGNS AND BANNERS

Event organizers wanting to display signs or banners on downtown light poles or on public right-of-ways must contact the City of Montgomery Special Events Department office to gain approval for a Sign and Banner placement and to coordinate installation and removal scheduling.

All signs and banners must be Smart Code compliant where applicable or meet other departmental specifications. They must be installed in accordance with all city ordinances or other rules and regulations. Signs and banners may not be installed in any way that will obstruct public streets and sidewalks.

No signs and/or banners may be installed on streetlights or lamppost.

For further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A

Montgomery, Alabama 36104

(334)625-2100

(334)625-4094 fax

www.funinmontgomery.com

SECTION 18

SITE MAPS

Anyone planning to host an event in City of Montgomery must attach a **Site Map** of the event to the Special Event Permit Application before submitting it to the City of Montgomery Special Events Department.

A **Site Map** should define the event area being permitted and include all of the following features and information, if applicable:

- All affected streets, alleys and right-of-ways, including those that will be closed;
- Alternate routes for traffic and buses, if streets are going to be closed;
- Location of all barricades that will be used;
- Location of all traffic control devices;
- Location of all tents and temporary structures that will be erected;
- Location of all vendors – fixed and mobile;
- Sources of electrical supply and service, including permanent electrical power sources and portable generators;
- Location of all dumpsters and trash receptacles;
- Location and layout of tables, chairs, picnic tables, etc., that will be used;
- Location of event staging;
- Entrances and exits;
- Designated parking areas;
- Permanent and portable restroom facilities;
- Signs and banners to be hung or installed.
- Location of performance stages and back-stage areas;

For further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

SECTION 19

STREET CLOSINGS / BRIDGE CLOSINGS / RESTRICTED PARKING

Anyone planning to host an event that will involve closing public right-of-ways (streets, sidewalks or alleys) must notify all affected residents and businesses at least 30 days before an event.

Proof of notification of all neighbors and other parties affected by a street closure must be attached to a Special Event Permit application before it will be considered.

The recommended notification procedure for closing public streets, alleys and right-of-ways is as follows:

- An event organizer must contact all affected businesses and/or residents if an upcoming event will require street closing(s);
- **75 percent** of all affected businesses and/or residents must sign a street-closing petition;
- An event organizer may be able to request assistance from the City of Montgomery Special Events Department, The Downtown Business Association and the Montgomery Convention and Visitors Bureau and other organizations in contacting downtown and neighborhood associations about the details of a street closure;
- An event organizer can ask for signage to be placed along affected streets several days prior to an event;
- An event organizer can also ask for bags to be placed on parking meters along affected streets several days prior to and during an event at a cost of \$4.00 per meter per day.

For further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

SECTION 20

TENTS AND TEMPORARY STRUCTURES

A Tent or Temporary Structure Permit is needed if your structure is 1,000 square feet or greater. The City of Montgomery Fire Department will inspect all tents to ensure that they are installed in accordance with all State and Local ordinances. All electrical panels and connections, cooking and heating fuel (storage and distribution) will also be inspected to ensure that they are safely installed and being used correctly.

IMPORTANT FIRE REGULATIONS FOR EVENT OR FESTIVAL TENT USE:

- Any tent used shall be made of flame retardant material and have a label that has a NFPA approved fire retardant listing.
- All cooking and open flame operations shall be prohibited

There is a separate \$50.00 non-refundable application fee for a Tent and Temporary Structure Permit

For further information, contact:

City of Montgomery Special Events Department

200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

SECTION 21

VENDING, LOCATION AND PERSONAL CONVEYANCE PERMITS

If public property, including public streets and right-of-ways, will be used to sell products, food or drinks at an event, a **Location Specific Business License** must be obtained from the **City of Montgomery Finance Department**.

Any event organizer or vendor who wishes to sell within a festival or event boundary must also obtain a **Location Specific Business License**.

Any event organizer who wants to control all vending within the boundaries of an event must obtain a **Master Temporary Location Specific Business License** from the **City of Montgomery Finance Department**. A **Master Temporary Location Specific Business License** is recommended for all major special events. The licensee will control what vendors sell within the event boundaries and will be responsible for ensuring that all vendors within the event boundaries are in compliance with all permitting and other legal requirements including, but not limited to, obtaining Personal Conveyance and Health Permits, registering with the City of Montgomery Finance Department,, obtaining a tax ID number from the Alabama Department of Revenue, etc.

A **Personal Conveyance Vendor Business License** is required for each fixed location and mobile vendor within an event's boundaries. At a fixed location, the vending permit certificate must be posted in a conspicuous location accessible to inspectors from the City of Montgomery Finance Department.

The fee for a one-time Transient or Temporary Business License is \$52.00. For vendors wishing to operate at multiple events to be held at the same venue, an Annual Business License may be obtained at a fee of \$112.00. This fee should be remitted directly to the City of Montgomery Finance Department Revenue and Licensing Division.

The license fee to be paid by an event organizer will be determined by the number of fixed vendors and mobile vendors either listed on the **Master Temporary Location Permit** application or on a list submitted to the City of Montgomery Finance Department by the event organizer. It is the responsibility of an event organizer to collect the appropriate license fee from each vendor and submit them to the City of Montgomery Finance Department.

Any vendor selling unpackaged food and drinks at an event must also apply for and receive permits from the Montgomery County Health Department. (See **Health Permits**, Section 11)

For further information, contact:

**City of Montgomery Finance Department
Revenue and Licensing Division**
103 North Perry Street
Montgomery, Alabama 36104-3728
(334)625-2214 www.montgomeryal.gov

SECTION 22

VENUES – CITY OF MONTGOMERY

City of Montgomery owns many attractive venues that may be used by the public for festivals and events.

Requests to use City of Montgomery-owned venues will be forwarded to appropriate departments or agencies by the City of Montgomery Special Events Department. Reservations and bookings will be handled by the City of Montgomery Special Events Department office. Each City of Montgomery venue has its own unique features and amenities.

The following list contains a featured list of City of Montgomery-owned venues.

Union Station Lobby
The Union Station Train Shed
Riverfront Park
 The Riverwalk
 Pergola
 Gazebo
 Splash Pad
 Amphitheater Stage
Harriott II Riverboat
Riverwalk Stadium
 Club Car Bar
 Locomotive Loft
Cramton Bowl
Cramton Bowl Multiplex Facility
Paterson Field
Blount Cultural Park

For further information, or for a full list of all available venues please contact

City of Montgomery Special Events Department
200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com

SECTION 23

SCHEDULE OF FEES

The City of Montgomery has established the following schedule of fees associated with the planning, coordination and execution of special events within the city. Our goal is to assist event planners and organizers and to ensure that the required procedures and associated fees are readily available for review.

| | |
|---|----------|
| Permit Application Fee (Must accompany application when filed) | \$ 25.00 |
| Police Department Fees for Off-Duty Officers | |
| Administrative Fee per each off-duty officer | |
| (Maximum \$250 per calendar year per organizer/organization) | \$ 25.00 |
| Fee per hour for non-traffic related duties (4 hour minimum) | \$ 30.00 |
| Fee per hour for traffic related duties (4 hour minimum) | \$ 35.00 |
| Barricades | |
| Wooden Barricades (non-lighted) (per barricade) | \$ 5.00 |
| Metal Barricades or Wooden Barricades (lighted) (per barricade) | \$ 10.00 |
| Fire Department Fees | |
| Assembly Inspection Fee | \$ 75.00 |
| Fireworks & Pyrotechnics Inspection Fee | \$ 75.00 |
| Tent & Temporary Structure Inspection Fee | \$ 50.00 |
| EMS Support Fee per two-man team (per hour) | \$100.00 |
| Fire Suppression Unit (truck and four man team) (per hour) | \$200.00 |
| Finance Department Fees | |
| Transient/Temporary Vendor Business License | \$ 52.00 |
| Annual Vendor Business License Fee | \$112.00 |
| Annual Street Vendors District License | \$300.00 |
| Maintenance Department Fees | |
| Plumbing & Electrical Service Fee (per hour) | \$ 70.00 |
| (two-man team with vehicle) | |
| Carnival/Fair Inspection Fee | \$ 75.00 |
| Parking Fees | |
| Parking Meters (per day) | \$ 4.00 |
| Commerce Street Parking Lot per event w/attendant | \$600.00 |
| Monroe Street, Intermodal and Coosa Street Parking Decks | |
| (Based upon availability and usage) | |
| Facilities Management Fees | |
| Bathroom Attendants (per hour) | \$ 15.00 |
| Sanitation Fees | |
| Trash Cans (per can) | \$ 5.00 |
| Site Clean-up (per hour) (includes 1 packer truck and 5 man crew) | \$150.00 |

All Applicable fees MUST be remitted at least 10 days prior to the date of the event.

SECTION 24

HANDBOOK UPDATES AND SUGGESTIONS

The City of Montgomery Special Events Handbook is meant to be a helpful tool for event organizers when organizing festivals and other events. For the most up-to-date policies and procedures, please visit www.funinmontgomery.com

We welcome your input on information you would like to see included in this Handbook, streamlining permits and how we can offer better service to you when filing for permits.

To offer a suggestion, please contact:

City of Montgomery Special Events Department
200 Coosa Street Suite A
Montgomery, Alabama 36104
(334)625-2100
(334)625-4094 fax
www.funinmontgomery.com