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|--------------------|
| Permit Fee - _____ |
| Admin. Fee - _____ |
| Barricades - _____ |
| Other - _____ |

Event Permit Application
 (Must Be Submitted A Minimum of 20 Days Prior to Your Event Date)

Application Date _____ Date Received _____

Name of Organization _____

Non-Profit Yes ___ No ___ (if yes articles of Incorporation with book and page number might be required)

Primary Organizer _____ Contact Phone _____
 Date of Birth _____

Address _____ City _____ State _____ Zip _____

Email Address _____ Fax _____

Event Website Address _____

Event Category:

| | | | |
|---------------------------|----------------------|-------------------|---------------|
| _____ Assembly/Rally | _____ Race/Run/Walk* | _____ Festival | _____ Concert |
| _____ Block Party * | _____ Performance | _____ Educational | _____ Parade* |
| _____ Filming/Photography | _____ Other | | |

*Map Required

(If Race/Run/Walk please provide Race Management Name/Phone # _____)

Special Event Operations:

Name of Event _____

Location(s) of Event _____

If you have rented a Shelter/Lodge at a Park please check If rental fee is paid :Yes _____ No _____

Day(s) & Date(s) of Actual Event _____

Estimated Attendance _____

Event Operating Hours _____

Set-up Date(s) _____ Set-up Time(s) _____ AM/PM

Tear down Date(s) _____ Tear down Time(s) _____ AM/PM

Primary On-Site Contact _____ Mobile _____

Special Event Details:

Mission/Purpose of Event _____

Describe Event _____

City Street, Lane & Sidewalk Closures:

Will any streets or sidewalks need to be fully closed? Yes _____ No _____

Will the event involve any street closures? Yes _____ No _____

Will metered parking spaces need to be closed? Yes _____ No _____

Alcoholic Beverage Sale & Consumption:

Will alcohol be served/sold at the event? Yes _____ No _____

Food Sales; Merchandise Sales & Vending:

Will there be any merchandise vendors/sales? Yes _____ No _____

Will there be any food or beverage vendors/sales? Yes _____ No _____

Fireworks & Open Flames:

Will fireworks or open flames be used as part of the event? Yes _____ No _____

Will private grills be in use for food preparation? Yes _____ No _____

Tents, Canopies & Structures:

Will tents or canopies be used at the event? Yes _____ No _____

Number of Tents/Canopies _____ Size of Tents _____

Are any portions of this event held on private property? Yes _____ No _____

Electricity:

Does your event require electricity? Yes _____ No _____

Source: (generator or existing exterior outlet): _____

Sanitation:

Will supplemental waste receptacles required? Yes _____ No _____

Portable Restrooms:

Will portable restrooms be required? Yes _____ No _____

Quantity: _____ Installation Date: _____ Removal Date: _____

Location(s): _____

Marketing & Public Relations:

Is this event planned to reoccur on an annual basis? Yes _____ No _____

Will the event be publicized – open to the general public? Yes _____ No _____

Will banners or signs be used outside the event site? Yes _____ No _____

Application Package Submittal Checklist:

FORMS ATTACHMENTS

_____ Special Event Permit Application _____ Site Plans/Route Maps if applicable
_____ Neighborhood Petition if applicable _____ General Liability Insurance if applicable

Submit application and \$25.00 non-refundable permit fee to:

City of Montgomery Special Events Department
Attn: Events Manager
200 Coosa St.
Montgomery, Alabama 36104
dwelch@montgomeryal.gov
334-625-4094 (fax)

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules and regulations listed within the City of Montgomery's current **Special Event Handbook** as applicable to all plans and requested usage. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Montgomery.

Name of Applicant _____

Signature _____ **Date** _____

By authority of Section **26-222** of the Code of Ordinances of the City of Montgomery, the requirement of Events 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:

Office Use Only

a. Police Chief: _____ Date: _____
Comments:

b. Fire Chief: _____ Date: _____
Comments:

c. Traffic Engineering: _____ Date: _____
Comments:

d. Street Maintenance: _____ Date: _____
Comments:

e. Parking Management: _____ Date: _____
Comments:

f. Leisure Services Director: _____ Date: _____
Comments:

g. Special Events Manager: _____ Date: _____