

# CITY OF CULLMAN

204 2<sup>nd</sup> Ave NE  
Cullman, Alabama 35055

(256) 775-7102  
cityhall@cullmanal.gov

P.O. Box 278  
Cullman, Alabama 35056

## SPECIAL EVENT PERMIT REQUEST FORM

Date of Request: \_\_\_\_\_

Requesting Person/Organization/Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person (if organization or business): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event:  Road Race/Walk  Festival  Block Party  Concert  Protest/Picket  
 Rally or other Assemblage  Filming  Other \_\_\_\_\_

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

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

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>- FOR ADMINISTRATIVE USE ONLY -</b>	
<b>DATE RECEIVED IN OFFICE:</b> _____	
<b>INITIAL REVIEW</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	<b>Mayor</b>
Date: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	<b>Police Chief</b>
Date: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	<b>Fire Chief</b>
Date: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	<b>Parks &amp; Rec Director</b>
Date: _____	

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- Is this property:
- A Public Road or Sidewalk
  - A City-Maintained Park or Recreational Facility
  - Other City-Owned/City-Maintained Property
  - Private Property Owned by You
  - Private Property Owned by a Third Party
  - Other \_\_\_\_\_
- 

If the location is a city park or recreational facility, have you contacted Cullman City Parks and Recreation to check availability for the date of the event?  YES  NO  
*(This is required prior to approval of the event. Contact information is listed on page 4.)*

If the location is private property owned by a third party, do you have the permission of the property owner?  YES  NO

Will your event require the closing of any public street or sidewalk?  YES  NO

If YES, please list all public streets and/or sidewalks you request to be closed: \_\_\_\_\_

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

\_\_\_\_\_ Map/Sketch Attached?  YES  NO  N/A

Will you require the use of city-owned barricades?  YES  NO

If YES, you must contact the Street Department. *(See page 4 for contact information.)*

Will your event require the use of Police personnel for traffic control?  YES  NO

If YES, you must contact the Police Department. *(See page 4 for contact information.)*

Will you require the use of Fire/Rescue personnel for first aid/safety?  YES  NO

If YES, you must contact Fire/Rescue. *(See page 4 for contact information.)*

Will your event include any amplified music/speaking or other excessive noise?  YES  NO

If YES, please describe: \_\_\_\_\_

\_\_\_\_\_  
If YES, have you obtained the consent of neighboring property owners?  YES  NO  N/A

Will alcohol be served during this event?  YES  NO

If YES, you must contact the City Clerk's Office regarding the permits/licenses required.  
*(See page 4 for contact information.)*

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Will your event include food or drink vendors?  YES  NO

If YES, you must contact the Cullman County Health Department and the City Clerk's Office regarding any applicable permits/licenses. (See page 4 for contact information.)

Will your event include vendors or crafts or other items?  YES  NO

If YES, you must contact the City Clerk's Office regarding applicable permits/licenses.

Are you requesting approval for the use of portable toilet facilities at your event?  YES  NO

If YES, you must contact the Cullman County Health Department and the City of Cullman Building Department. (Contact information is listed on page 4.)

Please include any additional information or comments concerning this request: \_\_\_\_\_

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## Procedures Regarding Special Events

1. Special Event Permits are issued to individuals, organizations, or businesses planning to conduct an event within the City of Cullman.
2. All special events that involve the use of public roads, public sidewalks, or city-owned or city-maintained property must be requested through submission of this form.
3. All special events involving amplified or excessive noise within the city limits of Cullman, whether on public or private property, must be requested through submission of this form.
4. Completed applications for Special Event Permits should be returned to the Mayor's Office for review no later than thirty (30) days prior to the planned event.
5. The Mayor will review the request and consult with the appropriate city departments and officials to determine whether the request is valid and whether all required supporting information is included with the application.
6. Once the Mayor's Office has reviewed the request and found it to be valid and complete, the City Clerk will then place the request on a City Council agenda for consideration.
7. The requesting party, or a representative designated by the requesting party, should be present at the City Council meeting to answer any questions or concerns the City Council members may have concerning the event. The City Clerk can provide the date and time of the City Council meeting at which the request will be considered.
8. Once the request is approved by the City Council, the applicant will be contacted by the Mayor's Office to sign a hold harmless agreement and pick up the Special Event Permit.

## Regulations Regarding Special Events

1. All city parks and recreational facilities are under the management of City of Cullman Parks & Recreation. Any events planned for city parks or city recreational facilities should be coordinated through that department. (See below for contact information.)

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2. Events involving the dispensing of alcoholic beverages, or the use of vendors, require additional permits/licenses from the City Clerk's Office. (See below for contact information.)
3. Events involving excessive or amplified music shall conclude no later than 10:00 p.m., unless another time is specified in the final Special Event Permit/Hold Harmless Agreement.
4. **No event is considered approved until the final Special Event Permit/Hold Harmless Agreement is signed by all parties.**
5. The City of Cullman reserves the right to intervene if traffic, safety, excessive noise complaints, or other issues/disturbances occur and shall take appropriate measures to resolve these issues up to and including the revocation of the Special Event Permit.

**I understand that filing a Special Event Permit Request is not a guarantee that my request will be approved. I understand and agree to abide by all of the procedures and regulations contained in this application. Further, I certify that all of the information contained in this application is true and correct to best of my knowledge.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Requesting Party

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business or Organization Name (if applicable)

## Department Contact Information

**Mayor's Office**  
Cullman City Hall  
204 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
(256) 775-7102

**City Clerk's Office**  
Cullman City Hall  
204 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
(256) 775-7110

**Municipal Auditorium (Council Meeting)**  
Cullman City Hall  
204 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
(256) 775-7102

**Cullman City Parks & Recreation Department**  
Cullman Civic Center  
510 5<sup>th</sup> Street SW  
Cullman, AL 35055  
256-734-9157

**Cullman Police Department**  
601 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
(256) 775-7160

**Cullman Fire Rescue**  
204 2<sup>nd</sup> Avenue NE  
Cullman, AL 35055  
(256) 775-7186

**Cullman Street Department**  
1638 Brantley Avenue NW  
Cullman, AL 35055  
(256) 775-8441

**Cullman County Health Department**  
601 Logan Avenue SW  
Cullman, AL 35055  
(256) 734-1030