HUNTSVILLE
The Star of Alabama

Police Department
256.427.7009
docpolicequestions@huntsvilleal.gov

Document Submission Information

Please give us your name, email and contact number so we may contact you if needed regarding the document you are submitting.

Thank You.

First Name:_____ Last Name:_____

Email Address: _____

Contact Phone Number: _____

Information for Application for a Special Events Application

When Special Event Questionnaires and Applications are completed, **requests for the use of city parks are to be returned to**:

Mr. David Delisser
Parks and Recreation Department
308 Fountain Circle
Huntsville, AL 35801
Office: 256-882-7514
Fax: 256-564-8028
E-mail: David.Delisser@huntsvilleal.gov

All other questionnaires and applications are to be returned to:

Captain Juan Joyner
Huntsville Police Department
Special Services/Operations Division
2320 1st St. SW
Huntsville, AL 35805
Office: 256-427-5580
Fax: 256-427-5581
E-mail: Juan.Joyner@huntsvilleal.gov

Lieutenant Michael Danley
Huntsville Police Department
Special Services/Operations Division
2320 1st St. SW
Huntsville, AL 35805
Office: 256-427-5469
Fax: 256-427-5581
E-mail: Michael.Danley@huntsvilleal.gov

Kitty Whitworth
Huntsville Police Department
Special Services/Operations Division
2320 1st St. SW
Huntsville, AL 35805
Office: 256-427-7281
Fax: 256-427-5581
E-mail: Kitty.Whitworth@huntsvilleal.gov

We need as much information as possible concerning contacts for your event. Leave nothing blank; use N/A as needed. Incomplete or inaccurate applications may result in delays in obtaining approval for your permit. At times we may have to cancel, change or delay an event due to unforeseen circumstances and in the past we have had problems making contact using the information on the application. If the information changes prior to your event, please contact us with updated information as soon as possible.

Huntsville Special Events Process

The following information is provided for those individuals or groups seeking to sponsor a special event inside of the City of Huntsville. If your event might disrupt normal traffic flow of vehicles or pedestrians on any city street, right of way, or sidewalk--contact the City of Huntsville Special Events Coordinator to assist you in facilitating all the events needs and compliance with all Municipal Ordinances. The HPD City coordinator is **Captain Juan Joyner** at (256) 427-5580 or Juan.Joyner@huntsvilleal.gov. You can obtain a "Special Event Permit Application" at: huntsvilleal.gov/business/licensing-permits/special-event-permits. Once the Permit Application has been submitted, it will be reviewed and approved by the Huntsville Police Department, the Huntsville Fire & Rescue Department, the Huntsville Parking and Transportation Department and the Huntsville Traffic Engineering Department. Once approved, the Chief of Police will sign the permit with the permittee.

More Information Involving Special Event Requirements

If your event will require extra-duty security from the Huntsville Police Department contact the HPD Off- Duty Police Coordinator at (256) 427-7157.

To view the Code of Ordinances of the City of Huntsville, Alabama concerning how it affects your event, go to municode.com/library/al/huntsville. For the special event administration go to Chapter 23, streets, sidewalks, and public places and open Article VI, Special Events. For information concerning the special event aircraft landing permits and restrictions, go to chapter 6, Aviation Article 1 in General.

If your event will involve a large gathering of people or large sporting events, medical personnel are recommended to be on site. Contact HEMSI coordinator **Anita Holliday** at anita@hemsi.org or (256) 518-2247.

If your event will be held on, in or around any city park including Big Spring Park, John Hunt Park or the Jaycee's Building you will need to contact Huntsville Parks and Recreation Department in reference to availability of property. Huntsville Parks and Recreation Department Events Programmer is **David Delisser** at david.delisser@huntsvilleal.gov or Phone (256) 883-3728 or FAX (256) 883- 3749.

If alcohol will be served at your event, you will need to contact the City of Huntsville Business License Department. City Business/Privilege license information can be obtained at (256) 427-5088 or at huntsvilleal.gov/business/licensing-permits/business-licenses. State of Alabama Beverage Control Enforcement Laws can be researched at: alabamaadministrativecode.state.al.us/docs/abc or by contacting a local ABI agent at (256) 726-0401.

If your event will include the sale of goods or services or vendors selling items, contact the City of Huntsville Clerk Treasurer's Privilege Licenses Department at (256) 427-0401.

If your event will involve the sale or cooking of food on-site, you will need to contact the Madison County Health Department for compliance with regulations and inspections. Contact should be made with Cheryl Edge at (256) 533-8746 or (256) 533-8726.

If your event will have any amount of litter or garbage or be interested in recycling you will need to contact the Huntsville Operation Green Team at (256) 53-CLEAN (532-5326) or e-mail green.team@huntsvilleal.gov.

If your event involves the use of pyrotechnics or fireworks you will need to contact **Dan Wilkerson** with Huntsville Fire and Rescue at (256) 427-5150 or (256) 427-5147.

If you are interested in renting space at the Von Braun Center for any event, contact **Marie Arighi** at (256) 551-2379.

If you are interested in renting space at Huntsville Early Works Museum, Historic Huntsville Depot, Huntsville Humphrey's Rodgers House, Alabama Constitution Village contact **Katie Martin** at (256) 564-8113.

For a comprehensive calendar of Special Events throughout Huntsville and Madison County scheduled for the next few months and year, go to http://ourvalleyevents.com.

For information on reservations for Special Events to be held at the United States Space and Rocket Center contact **Claudia Jones** (Director of Special Events) (256) 721-7131 or **Lindsey Lee** (Special Events Coordinator) (256) 721-7183 at USSRC.

For information on the City of Huntsville Noise Ordinance compliance contact **Scott Cardno**, the Natural Resources Director at the City of Huntsville, (256) 427-5750 or FAX (256) 427-5751.

For information on events which might take place on the property of the Madison County Courthouse Square, contact **Kevin Jones**, County Administrator, and **Jennifer Gordon**, Director of Commerce & External Affairs at (256) 532-3492.

For information on Zoning Restrictions contact City of Huntsville Zoning Manager of Planning Services **Jim McGuffey** office (256) 427-5100, FAX (256) 427-5121.

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SPECIAL EVENT QUESTIONNAIRE

TO DETERMINE IF YOU NEED A SPECIAL EVENT PERMIT

WILL YOUR EVENT TAKE PLACE:

In a public building or structure?	Yes ☐	No ☐
On any portion of a public street or highway?	Yes ☐	No ☐
Will your event: substantially inhibit the flow of pedestrians on a sidewalk with persons, tables booths, or exhibits?	Yes ☐	No ☐
Prevent access to buildings, businesses or driveways nearby?	Yes ☐	No ☐
Require the use of city of Huntsville facilities, services or equipment?	Yes ☐	No ☐
Will alcoholic beverages be sold, traded, dispensed or consumed?	Yes ☐	No ☐
Are animals part of your event?	Yes ☐	No ☐
Are vehicles a part of your event?	Yes ☐	No ☐
Are fireworks a part of your event?	Yes ☐	No ☐
Is there anything that could cause a danger to the public?	Yes ☐	No ☐
Is this event being held for profit?	Yes ☐	No ☐
Is your event to take place on property of the United States government, such as Redstone Arsenal, federal courthouses, etc.?	Yes ☐	No ☐

If you have answered **NO** to all of the above questions you do not need a Special Event Permit. You only need to supply the following information:

Name of the event: _____

Your Name: _____ Phone: _____

Your Address: _____

City: _____ State: _____

Date(s) of Event: _____

Numbers of Persons Participating: _____ Event Hours: _____

Event Location(s): _____

Will Your Event Take Place In a City Park? Yes ☐ No ☐

If yes, then you must contact the city recreation services department at 256.427.5226 to schedule the use of a park. **A deposit or fee may be required for the use of the park. You may also be required to file a special event application.**

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APPLICATION FOR A SPECIAL EVENT

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY, USE N/A IF NEEDED

Name of the Event: _____

Date & Time That Assembly/Set-Up Begins: _____

Date & Time That the Event Begins: _____

Date & Time That the Event Ends: _____

Date & Time That Breakdown/Clean-Up Ends: _____

Location of the event: (Complete routes and areas affected. Include maps on a separate sheet.)

PERSON COMPLETING THIS APPLICATION

Your Name: _____ Birthdate: _____

Your Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ FAX: _____ Pager: _____

E-mail: _____

PERSON(s) RESPONSIBLE FOR CONDUCTING THE EVENT(Signing the permit)

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ FAX: _____ Pager: _____

E-mail: _____

SECONDARY CONTACT RESPONSIBLE FOR CONDUCTING THE EVENT

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ FAX: _____ Pager: _____

E-mail: _____

ORGANIZATION INFORMATION

(Group, club, etc. that the event is being held for or sponsored by)

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip Code: _____

Organization Phone: _____ Org. FAX: _____

Name Of Person Authorizing The Event: _____

Title of Person Authorizing The Event: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ FAX: _____ Pager: _____

E-mail: _____

Is your organization a charitable, non-profit or other non taxable organization? Yes ☐ No ☐

If so, enter your IRS IRC 501(C)(3) number _____

PURPOSE OF THE EVENT

Ultimate use of net proceeds from the event:

Estimated number of people attending/working the event: _____

	Day1	Day2	Day3	Day4
Persons attending the event:				
Persons working the event:				
Vendors and their employees:				
Total:				

Estimated number of vehicles and type participating in the event:

Estimated number of vehicles parking near the event site each day:

If a parade:

Number of Bands:	
Number of floats:	
Number of Marching Units:	
Number of Cars:	
Other Units:	
Total Number of Units in Parade:	

Are animals a part of your event? If yes, how many and what kind?

If animals are involved in your event, what provisions have been made for the immediate clean up or removal of all animal waste, food, etc.?

What are your provisions for toilet facilities to include the number, type, and location of toilet facilities?

What provisions are in place for cleanup of the site after the event?

What are your provisions, if any, for security, traffic control, and/or crowd control?

Will any food or drink be sold? Yes ☐ No ☐

If yes, who will be supplying food and drinks for the event?

Who will receive the funds obtained from the sale of food and drink?

Is there an admission fee? Yes ☐ No ☐

Will prize be awarded? Yes ☐ No ☐

If yes, enter the dollar amount of the prizes: _____

Are there any other special circumstances which are pertinent to this application?

I UNDERSTAND THAT THIS PERMIT MAY BE DENIED OR REVOKED FOR ANY REASON THAT IS SET FORTH IN THE CODE OF ORDINANCES OF THE CITY OF HUNTSVILLE, ALABAMA, CHAPTER 23, ARTICLE VI, SECTIONS 23-206 AND 23-237 AND FURTHER I HAVE RECEIVED A COPY OF SECTIONS 23-206 AND 23-237 OF THE ORDINANCE. I UNDERSTAND THAT I HAVE THE RIGHT TO APPEAL A DENIAL AS SET FORTH IN SECTION 23-238 OF THE CODE OF ORDINANCES OF THE CITY OF HUNTSVILLE, ALABAMA, CHAPTER 23, ARTICLE VI.

I AGREE TO SUBMIT A REPORT WITHIN 30 DAYS THAT CONTAINS A SYNOPSIS OF AT LEAST THE FOLLOWING INFORMATION: RECEIPTS, DISBURSEMENTS, NUMBER OF PARTICIPANTS AND OTHER DATA CONTAINED IN THIS EVENT APPLICATION.

Signature: _____ Date: _____

Witness: _____ Date: _____

Witness: _____ Date: _____

Print Form

Submit Form

FOR OFFICE USE ONLY

Date and Time Received: _____

Received By: _____