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

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:

Lt. Charles Brooks.,
Huntsville Police Department
Special Services/Operations Division
707 Fiber Street
Huntsville, AL 35801
Office: (256) 427-5379
Fax: (256) 427-5581
E-mail: Charles.Brooks@huntsvilleal.gov

Leah Ray
Huntsville Police Department
Special Services/Operations Division
Secretary
707 Fiber Street
Huntsville, AL 35801
Office: (256) 427-5580
Fax: (256) 427-5581
E-mail: leah.ray@huntsvilleal.gov

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 Lt. Charles.Brooks at 427-5379 or Charles.Brooks@huntsvilleal.gov . You can obtain a "Special Event Permit Application" or "Demonstration Reservation Permit" at: http://www.hsvpolice.com/Special-Events.htm

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 www.ci.huntsville.al.us and click on "Search City Laws - Online Database". 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 Recreational Services in reference to availability of property. Huntsville Recreation Services Events Programmer is David Delisser 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 http://www.hsvcity.com/clerk/priv_lic.php State of Alabama Beverage Control Enforcement Laws can be researched at: http://www.alabamaadministrativecode.state.al.us/docs/abc/index.html 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 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 Insp. George Daigle with Huntsville Fire and Rescue at 256-427-5334.

If you are interested in renting space at the Von Braun Center for any event contact Brandi Quick at 256-533-1953.

If you are interested in renting space at Hsv Early Works Museum, Historic Huntsville Depot, Hsv Humphrey's Rodgers House, Alabama Constitution Village contact Nita Farquhar 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 Danny Shea 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 Howard Bates 256-532-3492. For information on Zoning Restrictions contact City of Huntsville Zoning Enforcement Coordinator Jim McGuffey office 256-564-8008, fax 256-564-8031.

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 of Huntsville Recreation Services Department at 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.**

APPLICATION FOR A SPECIAL EVENT

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY, USE N/A AS 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: (____)_____PAGER: (_____)_____

FAX: (____)_____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: (____)_____PAGER: (_____)_____

FAX: (____)_____E-MAIL: (_____)_____

SECONDARY CONTACT RESPONSIBLE FOR CONDUCTING THE EVENT:

NAME:_____TITLE: _____

ADDRESS: _____

CITY:_____STATE:_____ZIP CODE: _____

HOME PHONE: (____)_____WORK PHONE: (_____)_____

CELL PHONE: (____)_____PAGER: (_____)_____

FAX: (____)_____E-MAIL: (_____)_____

NAME OF THE ORGANIZATION, GROUP, CLUB, ETC. THAT THE EVENT IS BEING HELD FOR OR SPONSORED BY:

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

CITY:_____STATE:_____ZIP CODE: _____

ORG. 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: (____)_____PAGER: (_____)_____

FAX: (____)_____E-MAIL: (_____)_____

IS YOUR ORGANIZATION A CHARTIABLE, NON PROFIT OR OTHER NON TAXABLE ORGANIZATION?_____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:

	DAY 1	DAY 2	DAY 3	DAY 4
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?_____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?_____

WILL PRIZES BE AWARDED? _____ 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:** _____

FOR OFFICE USE ONLY

DATE AND TIME RECEIVED:

RECEIVED BY:

Rev. 10/27/10