

DECATUR DOWNTOWN PUBLIC USAGE REQUEST

In order to schedule an event for the public spaces in the Downtown area, you must request permission from the Public Space Usage Committee and obtain all necessary permits, Insurance and other requirements as dictated by the type of event. Please read and acknowledge the following:

- All requests must be received in the Planning Department **AT LEAST** 30 days prior to your scheduled event.
- All Applicants must read and acknowledge their understanding of the rules regarding Public Space Usage.
- If you are needing Barricades for your event, please fill out the Barricade Request Form portion of this application.
- A route map is a required of all requested parades.
- Partial/Incomplete forms will not be processed.
- Dates cannot be reserved until all forms are submitted.
- Fireworks and pyrotechnics are not allowed in the City of Decatur unless properly permitted.

For Daikin Amphitheater:

- No cooking or grilling is permitted on the grounds of this venue.
- No stakes or other items can be used to pierce the grassy area.
- There is access to lighting and electricity on the stage of the amphitheater. Please let the Planning Department know if you need information about usage and location.
- For extra garbage cans for your event, please contact the Environmental Services Department @ 256-341-4742.

Insurance Information:

The City of Decatur requires General Liability Insurance coverage for the date(s) of every event. The City of Decatur must be listed as an additional insured, with the following verbiage to be used: ***"The City of Decatur, its officials, employees, representatives, and agents"***.

All permits **MUST** be submitted through the Planning Department. You can submit the completed application in person at 308 Cain Street NE or by email at Planning@decatur-al.gov. If you would like to check the status of your application you may do so by contacting Michelle Stinnett at 256-341-4720, or emailing her directly at MStinnett@Decatur-al.gov.

INITIALS OF
RESPONSIBLE PARTY: _____

DECATUR DOWNTOWN PUBLIC USAGE REQUEST

DATE SUBMITTED TO PLANNING DEPARTMENT: _____

SECTION I:

CONTACT INFORMATION

Event Sponsor: _____

Event Organizer: _____

Telephone: _____

Email: _____

EVENT INFORMATION

Venue Requesting: _____ Downtown Area

_____ Daikin Amphitheater

_____ Old State Bank

_____ Pedestrian Mall

Date of Event: _____

Requested Location: _____

Time of Event: Setup: _____

Event Start: _____ Event Stop: _____

Breakdown: _____

Approximate Number of Guests: _____

Charging a Fee for Attendance/Entry: _____ YES _____ NO

Do you need Barricades for the Event? _____ YES _____ NO

What type of Noises will be produced during the event? (Music, performers, cheering) _____

Please provide a description of the proposed use of space: _____

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Type of Event Check all that apply:

Athletic Event/Race (attach route map)	Single/Multi-Block Party
Entertainment/Performers	Demonstrations/Displays
Parade (attach route map)	Other

If other, please explain: _____

Will you have vendors at your event? YES NO **If yes, check all that apply:**

Arts/Crafts	Apparel/Accessories
Food/Food Trucks	Furniture/Antiques
Commercially produced items (not handmade)	Other

Will Alcohol be served/sold at your event? YES NO

****A Special Event Retail Liquor License must be obtained from the City of Decatur and the State of Alabama ABC Board. This process will take 6-8 weeks to complete. It is the responsibility of the event coordinator to make the arrangements and to ensure the event follows all the Arts & Entertainment District rules and regulations.**

Equipment you will be bringing to the location and where they will be located: **Check all that apply**

<u>BRINGING</u>	<u>LOCATION</u>
PORTABLE TOILETS	
WASTE DISPOSAL	
TENTS	
STAGE	
GENERATOR	
EMERGENCY MEDICAL PERSONELL	

SOUND PERMIT INFORMATION

Section 103 of SBCCI Standard for Sound Control SSTD8-87: A person, firm or corporation shall not put into operation any sound producing source which exceeds the sound limitations in this Standard without first obtaining a permit for such a source from the Chief of Police of the City of Decatur, Alabama.

Your responsibility under this permit is to insure the activity is limited to the hours specified and to maintain a reasonable sound level of less than 75 dBA while the activity is underway. The sound level for ANY event must be reduced at 10:00 p.m.

I have read and will abide by the Sound Permit guidelines:

Signature: _____

Date: _____

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TEMPORARY STREET BARRICADE PERMIT

SUBMITTAL DATE: _____

NAME OF EVENT: _____

DATE OF EVENT: _____

START/END TIME: _____

LOCATION(S) REQUESTED FOR BARRICADES (*List intersections, block numbers & street names*):

PURPOSE: _____

ORGANIZER: _____

SPONSOR: _____

ADDRESS: _____

PHONE/EMAIL: _____

APPROVALS:

APPROVAL: _____
Chief of Police

APPROVAL: _____
Fire Chief

APPROVAL: _____
Mayor

- **Application for Permit must be submitted to the Chief of Police not less that thirty (30) days before the date up which the barricade is proposed to be conducted. Site modifications may be required before approval is granted.**

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PARADE/RACE INFORMATION

Please fill out the following information IF the event includes a parade as described:

A "parade" as defined by City Ordinance No. 00-3614, shall mean any parade, march, motorcade, promenade, ceremony, show, demonstration, assembly, exhibition, pageant, footrace, procession of any kind, or any similar display, consisting of persons, animals or vehicles, or any combination thereof, having a common purpose, design, destination or goal upon any street, park or public place in the city, which said activity does not comply with or is not governed by normal and usual traffic regulation or control.

**Parade/Race CANNOT be re-scheduled without receiving prior authorization from permitting departments. Organizer must reach out to the Planning Department as soon as possible to request any change/cancellation of event.

Date of Parade: _____ Alternate Date (rain-out): _____

Purpose of Parade: _____

Location of Assembly area: _____

Assembly Time: _____

Parade Route: (list all streets) _____

MAXIMUM number of persons, vehicles & animals expected: _____

Spacing between participants: _____

Marshals? _____ YES _____ NO

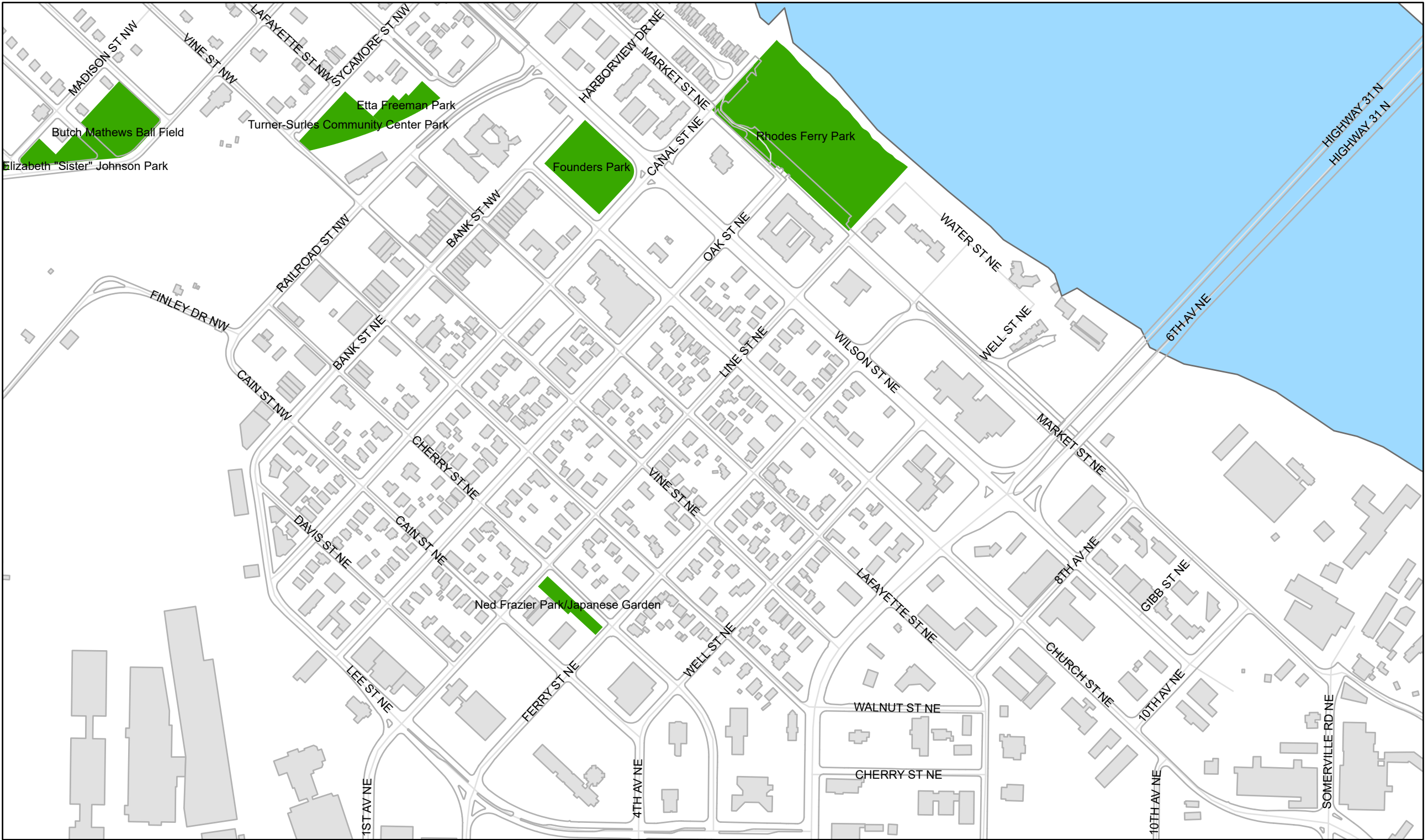
Duties of Marshals and Identification: _____

Attach Map with Highlighted Route/Area of Event.

By signing this application, I understand all terms above and hold the City of Decatur and all departments harmless for any accidents. If any damages occur, it is your responsibility to report these immediately.

Signature of Responsible Party: _____

Date: _____



Elizabeth "Sister" Johnson Park

Butch Mathews Ball Field

Etta Freeman Park

Turner-Surles Community Center Park

Founders Park

Rhodes Ferry Park

Ned Frazier Park/Japanese Garden

MADISON ST NW

VINE ST NW

LAFAYETTE ST NW

CAMORE ST NW

HARBORVIEW DR NE

MARKET ST NE

CANAL ST NE

OAK ST NE

WATER ST NE

WELL ST NE

6TH AV NE

HIGHWAY 31 N
HIGHWAY 31 N

FINLEY DR NW

RAILROAD ST NW

BANK ST NW

CAIN ST NW

BANK ST NE

LINE ST NE

WILSON ST NE

MARKET ST NE

CHERRY ST NE

VINE ST NE

DAVIS ST NE

CAIN ST NE

WELL ST NE

LAFAYETTE ST NE

8TH AV NE

GIBB ST NE

LEE ST NE

FERRY ST NE

4TH AV NE

WALNUT ST NE

CHURCH ST NE

10TH AV NE

CHERRY ST NE

10TH AV NE

SOMERVILLE RD NE