

## 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 Community Development 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.
- 5ks/races/walks must be completed and streets reopened by 10AM. Time extension requests will be considered if the route is longer than a 5k.

### 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 Community Development 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.
- Founders Park events: Request for Church Street closure between Canal and BANK will not be approved until all Old State Bank driveway space is utilized for food trucks, vendors, setup, etc. Once this area is completely filled, the applicant may request additional space on Church Street.

### 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 Community Development Department. You can submit the completed application in person at 402 Lee Street NE Floor 5 or by email at [stharris@decatur-al.gov](mailto:stharris@decatur-al.gov). If you would like to check the status of your application you may do so by contacting Stephnie Harris at 256-341-4963.

**INITIALS OF  
RESPONSIBLE PARTY: \_\_\_\_\_**

# DECATUR DOWNTOWN PUBLIC USAGE REQUEST

DATE SUBMITTED TO Community Development 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## DECATUR DOWNTOWN PUBLIC USAGE REQUEST

**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 PERSONNEL	

## SOUND PERMIT INFORMATION

### EVENT INFORMATION

Location of Event: \_\_\_\_\_ Downtown Area \_\_\_\_\_ Old State Bank  
\_\_\_\_\_ Pedestrian Mall \_\_\_\_\_ Daikin Amphitheater

Give comprehensive description of event or activity. List any segment of the event that could create noise:

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Section 103 of SBCCI Standard for Sound Control SST8-87: 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: \_\_\_\_\_  
Applicant

### APPROVAL

Permittee:

Date of Event:

Times of Event:

Type of Event:

Noise Producing Segment:

**This is an acknowledgement of event only.** It is the responsibility of the permittee to insure that the activity is limited to the hours specified and to maintain a reasonable sound level while the activity is underway. **The sound level for any event must be reduced at 10:00 p.m.**

Acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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Chief of Police, City of Decatur, AL

## DECATUR DOWNTOWN PUBLIC USAGE REQUEST

### 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 than thirty (30) days before the date up which the barricade is proposed to be conducted. Site modifications may be required before approval is granted.**

## DECATUR DOWNTOWN PUBLIC USAGE REQUEST

### 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: \_\_\_\_\_

