

You recently contacted the Community Development Department about using the Daikin Amphitheater for your event. I am attaching a couple of forms for your review. One is a checklist we use for all downtown events, since the Amphitheater is a downtown venue please use this form. The first thing on it discusses needed insurance. You will need to provide that for the use of the amphitheater. Also attached is the public space usage form that we need you to fill out and return to the Community Development Department. Please do this as soon as possible it helps us to answer questions both yours and those of others. Also attached are some slides showing the available electricity. A couple of things we have learned along the way for using the Amphitheater. When the event is a wedding there is often a rehearsal the Friday before the wedding you need to let us know if you need the amphitheater for that so we can show it on the calendar. Also the Old state Bank and the Pedestrian Mall in front of the Old State bank are not part of the Amphitheater. If you wish to use those you will need to let us know to reserve them separately.

Please find the following attached to this email.

- The Carnival Cleanup Crew is an example of what a set up-take down- cleanup plan should include
- Decatur Downtown Event Checklist – this is a tool to use to plan your event
- Decatur Public Space Usage Application – this should be returned to Community Development at least two weeks prior to your event
- The police department Parade Application – this should be filed out and returned to the police department at least three weeks prior to your event
- Street barricade permit- this should be used when closing streets, and restricting access to the sidewalk or nearby parking space- two weeks prior to barricading something or closing a street is preferred.
- Sound control information
- Sound Variance Permit – if a loud event is planned this is a good idea
- Daiken Amphitheater Application
- Electricity at the Daiken Amphitheater – slides that depict the electrical hookups at the Daiken Amphitheater
- If Mobile Food Vending Units are planned you will need the following
 - Decatur Utilities Wastewater Disposal Policy – this will be needed if Mobile Food Vending Units will be present.
 - Article X requirements applicable to all mobile food vending units – code section that applies to mobile food vending units
 - Need to know for each food truck – this is a tool to help you ascertain that the mobile food vendors you are working with are properly licensed and allowed in Decatur.
 - An event using mobile food vending units on anything but private property will need a separate Special Event Approval.

Please feel free to call or email should you have any questions,