



DOWNTOWN DECATUR EVENTS

**2024-2025 Year
Instructions, Definitions, and Forms**

You're Invited to Celebrate with Us!

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DEFINITIONS

1. **Second Avenue SE (2nd Street):** The street located in downtown Decatur Starting from the intersection of Second Avenue SE and Gordon Drive SE to the intersection of Second Avenue SE and Lee Street NE.
2. **Athletic Event:** An event involving physical activities, such as races, sports competitions, or fitness activities.
3. **Block Party:** A community event held on a city block, often involving food, music, and entertainment.
4. **Clean-up Plan:** A plan outlining the procedures for cleaning up after the event, including waste disposal and removal of equipment.
5. **Daiken Amphitheater (Founders Park):** Located at 905 Canal Street NE in Founders Park, this venue is used for various events, including concerts and performances.
6. **Decatur, AL Business License:** A permit required for any business operating within the city limits of Decatur. It ensures that the business complies with local regulations and pays the necessary fees. Located on the [Decatur City Website](#).
7. **Demonstrations:** Public displays or protests, often involving speeches, signs, and other forms of expression.
8. **Downtown Public Space Usage Form:** The form **Required 30 Days in Advance** to request permission to use public spaces in downtown Decatur for events. It includes details about the event, insurance requirements, and any necessary permits. [Online Application Found Here](#).
9. **Event Break-down Time:** The time allocated for dismantling and cleaning up after the event.
10. **Event End Time:** The scheduled time when the event officially ends.
11. **Event Map:** A **Required** detailed map showing the layout of the event, including locations of stages, booths, restrooms, vendors, event paths, and other facilities. **Refer to GIS/MapGEO definition below for the required map format.*
12. **Event Organizer:** The Point of Contact responsible for planning, coordinating, and executing the event.
13. **Event Set-up Time:** The time allocated for setting up the event, including arranging equipment, decorations, and other necessary preparations.
14. **Event Sponsor:** An individual or organization that created and produced the event or, provides financial or other support for the event.
15. **Event Start Time:** The scheduled time when the event officially begins.
16. **Fees:** Any/All Required Physical or Expected Forms of Payments Required by the Event, to the Guests, to Partake in the Event.
17. **GIS/MapGEO:** Geographic Information System (GIS) tools used to create detailed maps and analyze spatial data for event planning, zoning, etc., located on the [Decatur City Website](#). **This is the map format that is **Required** to be turned in with your Public Usage Application.*
18. **Hold Harmless Form:** A legal document that absolves one party from liability for any injuries or damages suffered by another party during an event. It ensures that the event organizer cannot hold the City of Decatur legally responsible for any risks incurred.
19. **Liability Insurance:** Insurance coverage that protects the event organizer from legal claims arising from injuries or damages that occur during the event in the amount of a

Required \$1,000,000. **Official Example Text:** The named insured must be (“The City of Decatur, Alabama, its officials, its employees, its servants, and its representatives.”)

20. **Morgan County Business License:** A permit **Required** for any business operating within Morgan County. It ensures that the business complies with county regulations and pays the necessary fees. Located on the [Decatur City Website](#).
21. **Old State Bank:** Located at 925 Bank Street NE, West of Founders Park. A historic building in Decatur that serves as a venue for events and activities. Located on the [Decatur City Website](#).
22. **Parade:** A public procession, often involving floats, bands, and other participants, that move along a designated route.
23. **Pedestrian Access:** The ability for pedestrians to move freely within the planned event area.
24. **Portable Toilets:** Temporary restroom facilities provided for event attendees. Toilets should be provided for any 1–3-day events with City Property counting if in range. Non-governmental business locations cannot be offered for any event’s toilets. No event is allowed to direct event attendees towards private or residential locations.
25. **Princess Theater:** Located at 112 2nd Ave NE, A historic and now a Performing Arts theater in Decatur that hosts various performances and events. Located on the [Official Website](#).
26. **Public Address System:** A horn, megaphone, sound box or amplifier or to play any phonograph, radio or other mechanical or electrical device where the sound is amplified.
27. **Sounds Ordinance:** Local regulations governing noise levels during events to ensure they do not disturb residents and businesses.
28. **Special Event Retail Liquor License:** A Special Event Retail Liquor License must be obtained from the City of Decatur and the State of Alabama ABC Board for any Event planning to sell Alcohol. This process will take 6-8 weeks to complete.
29. **Vendors:** Individuals or businesses that sell goods or services at the event.
30. **Vendor Information Form:** The informational form required by all vendors to complete 14 days prior to the event start date and turn into the City Event Coordinator.
31. **Vehicle Access:** The ability for vehicles to enter and exit the event area for setup, breakdown, and emergency purposes.
32. **Waste Disposal:** The process of collecting and disposing of trash and other waste generated during the event.

CONTACT INFORMATION

Position	Name	Phone	Email
Downtown Event Coordinator	Josiah Harris	(256) 341-4773	Jkharris@decatur-al.gov
Police Administrator	Jennifer Wingo	(256) 341-4602	jwingo@decatur-al.gov
Parks & Recreations Department	Stacie Dozier	(256)-260-3474	sdozier@decatur-al.gov

DOWNTOWN DECATUR EVENT OVERVIEW

EVENT TYPES

1. Alcohol Included Events
2. Athletic Event
3. Block Party
4. Grilling or Cooking Included Event
5. Parade
6. Important Miscellaneous Event Information

Alcohol Included Event:

- **Required**

- City of Decatur [business license](#) and/or/also [Morgan County business](#) license for each vendor selling food or merchandise.
- ABC permit.
- A complete understanding and abiding of the Arts and Entertainment District rules.
- It is mandatory that you contact the Decatur Police Department for information on having off-duty police officers provide security at all events on public property that serve alcohol.

- **Important Information**

- Permission to have alcohol at an event is not guaranteed.
- The process to pursue a permit will take a minimum of three months.

Athletic/Race Included Event:

- **Required**

- **Blank** hold harmless form to be signed by participants in the race or athletic event.
- Detailed Map of the layout of the event created with [MapGEO](#).
- Event game rules. (If Applicable)
- A parade permit from the Police Department. [Download the permit](#).

- **Important Information**

- Please inform the City of Decatur if there will be music playing or a public address system, so that we may determine if a sound ordinance variance will be needed.

Block Party Included Event:

- **Required**

- City of Decatur [business license](#) and/or/also Morgan County business license for each vendor selling food or merchandise.
- Description of games or activities with a general description (e.g., disc golf, sidewalk art contest, etc).
- Detailed Map of the layout of the event created with [MapGEO](#).
- Detailed description of all offered entertainment.
- A barricade permit from the Police Department to close off a street. Please note that the processing time for this permit is approximately 10 working days. [Download the permit](#).

- **Important Information**

- Please inform us if there will be music playing or a public address system will be involved, so that we may determine if a sound ordinance variance will be needed.

Grilling or Cooking Included Event:

- **Required**

- Health Department approval is required, with either full-service restaurant or temporary event exemption letter.
- Grills must be of commercial nature, well maintained, properly secured and approved by Decatur City.
- Grills must be 15 feet from any and all buildings.
- A five-foot perimeter must be maintained around grill.
- A working and recently inspected fire extinguisher must be within two feet of the grill.
- Hot coals or other grilling materials must be removed from the site with the grills. Do not dispose of hot coals or other flammable material in a waste receptacle.

- **Important Information**

- No frying or grease-laden fumes will be permitted.

Parade:

▪ Required

- A parade permit from the Police Department. [Download the permit.](#)
- Provide copy of the parade route and crowd control plans along with Public Usage Form.
- All food and merchandise vendors will need a City of Decatur business license.

▪ Important Information

- The City must be informed in the Public Usage Form if there will be music or a public address system used, so that we may determine if a sound ordinance variance will be needed.

Important Event Information for All Events:

▪ Required

- All applications must be submitted 30 days prior to any event date requested.
- Obtain a Liability Insurance policy making the City of Decatur a named insurer in the amount of \$1,000,000.000.
 - You must include the following language: **"The named insured must be the City of Decatur, Alabama, it officials, it employees, its servants, and its representatives."** *Example Below.*
- Entrances to businesses are required to be kept clear and free of obstructions.
- Driving of motorized vehicles is prohibited on ALL of the City's Property where there grass or planted areas are relevant.
- Vehicular and pedestrian access must be kept clear at all times.
- Emergency services must be provided for and accommodated, including clear accessibility to fire lanes and fire hydrants on closed streets.
- Written plans must be provided for set-up (e.g., street barricades and fixtures to be used); break-down (i.e., process for removing fixtures); clean-up (e.g., disposal of

cups after races, candy or other items handed out after parades, paper trash after block parties, etc.).

- A line locate is also required for tents using stakes longer than Six (6) inches. The Parks and Recreation Department can help locate irrigation system lines.
- All event equipment must be set up and used in complete accordance with the manufacturer's specifications. Inflatables or other installations designed to withstand standing or jumping should be safely secured at all times with sandbags, ties, or other approved means of anchoring.
- Cords that connect to equipment in tents or cross sidewalks must be secured with bright-colored tape to alert pedestrian traffic to the location of the cord.
- Tents over 199 square feet require a Decatur Building permit and approval from the Decatur City Fire Marshal.
- Stakes are NOT Allowed in concrete, asphalt, or other hard surfaces.

- **Important Information**

- The smaller 10x10 feet and 10x12 feet tents, often used for festivals and vendors, should be secured to the ground with sandbags or stakes, where possible.

DOWNTOWN EVENT LOCATIONS REFERENCE MAPS

Downtown Decatur Event Radius

City of Decatur, AL

January 7, 2025

Downtown Decatur - Event Radius



**MAP FOR REFERENCE ONLY=
NOT A LEGAL DOCUMENT**

City of Decatur, AL makes no claims and no warranties,= expressed or implied, concerning the validity or accuracy of= the GIS data presented on this map.

Geometry updated 12/14/2021
Data updated 06/26/2024

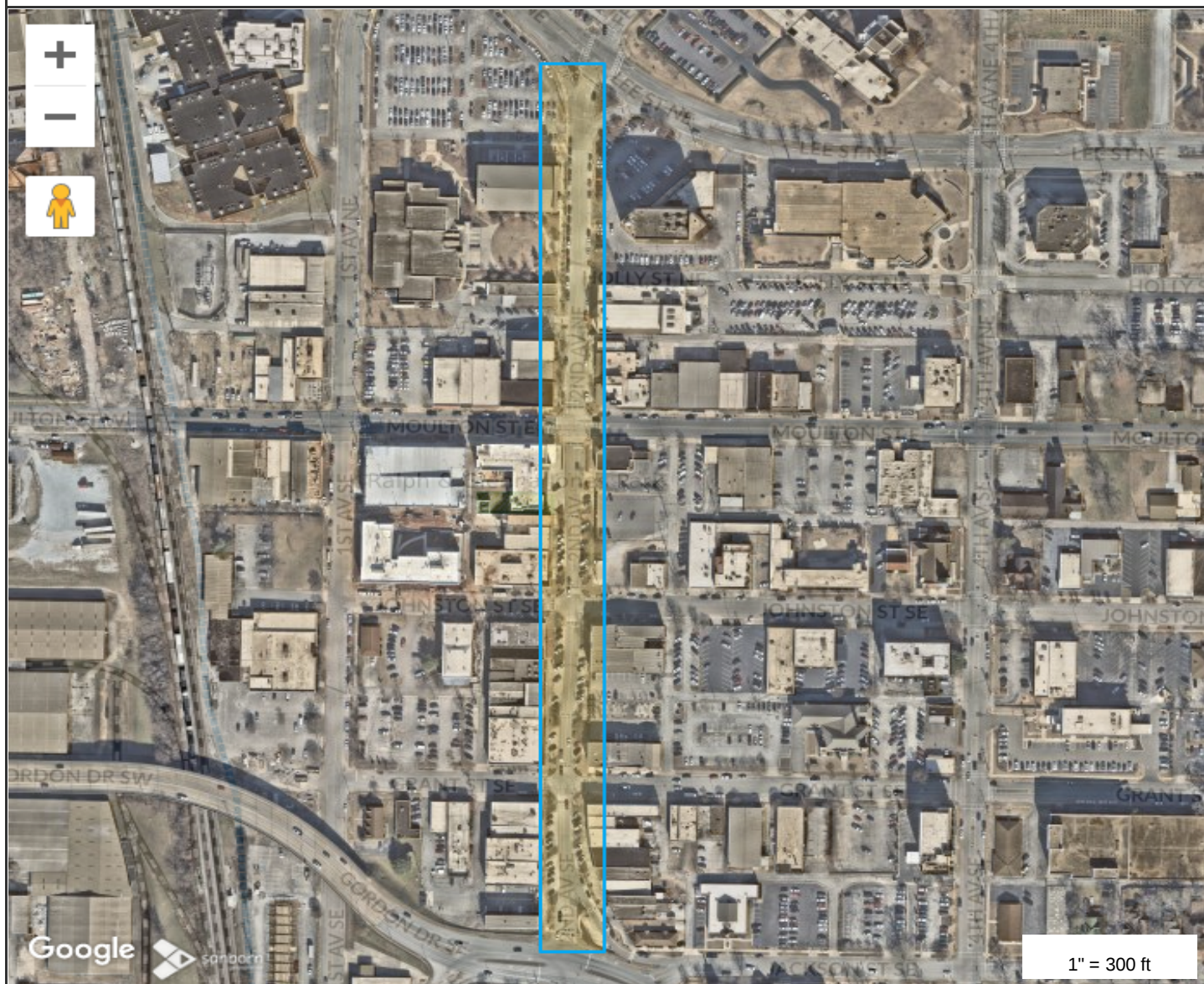
Print map scale is approximate.=
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2nd Ave NE (Aka 2nd Street)

City of Decatur, AL

January 7, 2025

2nd Avenue (Aka 2nd Street)



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City of Decatur – City Hall

City of Decatur, AL

January 7, 2025

City of Decatur - City Hall



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Founders Park & Daiken Amphitheater

City of Decatur, AL

January 7, 2025

Founders Park & Daiken Amphitheater



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Old State Bank

City of Decatur, AL

January 7, 2025

Old State Bank



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Parade Route - Downtown Decatur

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Princess Theater

City of Decatur, AL

January 7, 2025

Princess Theater



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