

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 by the Parks & Recreation 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 would like to request barricades for your event, please fill out the Barricade Request Form portion of this application.
- A detailed GIS/[MapGEO](#) map is a required for all requested parades, block parties, and athletic/race events (use “Markup” tool).
- 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.
- **Partial or incomplete forms will not be processed.**
- **Dates cannot be reserved until all forms are submitted.**

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 (no exceptions).
- There is access to lighting and electricity on the stage of the amphitheater. Please let Parks & Recreation know if you need information about usage and location.
- For extra garbage cans for your event, please contact the Environmental Services Department at (256) 341-4742.
- Founder’s Park events: Request for Church St. closure between Canal St. and Bank St. 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 St.

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 exact following verbiage to be used: **“The City of Decatur, its officials, employees, representatives, and agents”**

All permits must be submitted to the Parks & Recreation Department. Please submit the completed application by email to slangdon@decatur-al.gov. This email address may also be used to check the status of your application.

INITIALS OF RESPONSIBLE PARTY: _____

DATE SUBMITTED: _____

DECATUR DOWNTOWN PUBLIC USAGE REQUEST

SECTION I: CONTACT INFORMATION

Event Sponsor: _____ Event Organizer: _____

Telephone: _____ Email: _____

EVENT INFORMATION

Event Name: _____

Date of Event: _____ Event is a Series: YES ☐ NO ☐

If yes, list all dates in series: _____

Venue Requesting:

- ☐ Downtown Area
- ☐ Founder's Park/Daikin Amphitheater
- ☐ Old State Bank
- ☐ Pedestrian Mall

Event Times:

- 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, etc. – list all)

Please provide a description of the proposed use of space for the event:

TYPE OF EVENT (Check all that apply)

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

If other, please explain: _____

DECATUR DOWNTOWN PUBLIC USAGE REQUEST

VENDOR INFORMATION

Will you have vendors at your event? YES ☐ NO ☐

If yes, check all that apply:

- | | |
|---|--|
| ☐ Arts/Crafts (handmade) | ☐ Furniture/Antiques |
| ☐ Apparel/Accessories | ☐ Commercial Items (not handmade) |
| ☐ Food/Food Trucks | ☐ Other |

If other, please explain: _____

ALCOHOL

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 INFORMATION (Check all that apply)

BRINGING	LOCATION
☐ PORTABLE TOILETS	
☐ WASTE DISPOSAL	
☐ TENTS	
☐ STAGE	
☐ GENERATOR	
☐ EMERGENCY MEDICAL PERSONNEL	

DECATUR DOWNTOWN SOUND PERMIT

**Complete only if applicable – reference Decatur Downtown Events Informational Booklet.*

EVENT INFORMATION

Location of Event:

- | | |
|---|--|
| ☐ Downtown Area | ☐ Old State Bank |
| ☐ Founder's Park/Daikin Amphitheater | ☐ Pedestrian Mall |

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

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 ensure 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:

Applicant Signature: _____ **Date:** _____

SECTION BELOW IS FOR CITY STAFF

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 ensure 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**_____

Chief of Police, City of Decatur, AL: _____

DECATUR DOWNTOWN TEMPORARY STREET CLOSURE PERMIT

**Complete only if applicable – reference Decatur Downtown Events Informational Booklet.*

EVENT INFORMATION

SUBMITTAL DATE: _____ **EVENT DATE:** _____

NAME OF EVENT: _____

START TIME: _____ **END TIME:** _____

TEMPORARY TRAFFIC CONTROL DEVICES REQUESTED: CONES ☐ BARRELS ☐

(Request is not guaranteed and is up to City staff approval)

PURPOSE: _____

LOCATION(S) REQUESTED FOR TEMPORARY TRAFFIC CONTROL DEVICES (Map Submittal Required)

(List intersections, block numbers, street names, locations on street):

ORGANIZER INFORMATION

EVENT ORGANIZER: _____ **EVENT SPONSOR:** _____

ORGANIZER ADDRESS: _____

ORGANIZER PHONE: _____ **EMAIL:** _____

SECTION BELOW IS FOR CITY STAFF

APPROVALS:

MAYOR APPROVAL: _____

POLICE CHIEF APPROVAL: _____

FIRE CHIEF APPROVAL: _____

☐ **Permit applies to all requested dates (if series)**

Reference Public Usage Request information

- *Application for Permit must be submitted to the Chief of Police not less than thirty (30) Days before the date up which the temporary traffic control device requested is proposed to be used. Site modifications may be required before approval is granted.*
- *It is the sole responsibility of the event organizer to clearly specify the type of temporary traffic control device requested (e.g., cones or barrels) and the exact locations where each is to be placed. The City of Decatur shall not be held liable for any misunderstandings or unmet expectations resulting from incomplete or unclear requests.*

DECATUR DOWNTOWN PARADE / RACE REQUEST

*Complete only if applicable – reference Decatur Downtown Events Informational Booklet.

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

A “parade” as defined by City Ordinance No. 24-4574A, shall mean any parade, march, or procession of any kind, or any similar display, in or upon any street, park, or other public place in the city, where five (5) or more individuals move from one location to another and which the chief of police or his/her designee believes requires closure of any portion of a public street or traffic control at intersections.

***Parade/Race CANNOT be re-scheduled without receiving prior authorization from permitting departments. Organizer must reach out to Parks & Recreation 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:

Must attach map with highlighted route/area of event using GIS/MapGEO (use “Markup” tool).

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:** _____