

# 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:**

- Downtown event applications must be submitted **at least 45 days prior** to the scheduled event date. Events that include **alcohol must be submitted at least 60 days in advance**. Applications submitted after these deadlines may not allow sufficient time to obtain required permits and approvals.
- All applicants must read and acknowledge their understanding of the rules regarding Public Space Usage.
- A detailed GIS/MapGEO (use “Markup” tool) map is a required for all requested parades, block parties, and athletic/race events.
- Fireworks and pyrotechnics are not allowed in the City of Decatur unless properly permitted.
- 5ks, races, and 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 Founder’s Park/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).
- No event requests for Sundays will be approved.
- There is access to lighting and electricity on the stage of the amphitheater. Please let Parks & Recreation know if you need information about usage.

## 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 inside the quotation marks 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](mailto:slangdon@decatur-al.gov). This email address may also be used to check the status of your application.

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

**DATE SUBMITTED:** \_\_\_\_\_

## 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:

- Founder's Park/Daikin Amphitheater
- Sonny Side Alley
- Downtown Area (specify below)

\_\_\_\_\_

### Event Times:

- Setup: \_\_\_\_\_
- Event Start: \_\_\_\_\_
- Event Stop: \_\_\_\_\_
- Breakdown: \_\_\_\_\_

Approx. number of guests: \_\_\_\_\_

Do you need trash cans: YES  NO

Will you be charging an entry fee: YES  NO

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

\_\_\_\_\_

Are you requesting a street closure? YES  NO

If yes, list all streets and closure times: \_\_\_\_\_

\_\_\_\_\_

Are you requesting a sound permit? YES  NO

What type of noises will be produced during the event? (Music, performers, cheering, etc. – list all)

\_\_\_\_\_

## EVENT TYPE DETAILS (Check all that apply)

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

If other, please explain: \_\_\_\_\_

## VENDOR INFORMATION

Are you planning to have vendors at your event? YES  NO

If yes, please contact [revenueforms@decatur-al.gov](mailto:revenueforms@decatur-al.gov) for vendor information and tax remittance forms and information.

If yes, check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Arts/Crafts (handmade) | <input type="checkbox"/> Furniture/Antiques              |
| <input type="checkbox"/> Apparel/Accessories    | <input type="checkbox"/> Commercial Items (not handmade) |
| <input type="checkbox"/> Food/Food Trucks       | <input type="checkbox"/> Other                           |

If other, please explain: \_\_\_\_\_

## ALCOHOL INFORMATION

Are you planning to serve or sell alcohol at your event? YES  NO

If yes, please contact [revenueforms@decatur-al.gov](mailto:revenueforms@decatur-al.gov) to start the process below:

- A Special Event Retail Liquor License must be obtained from the City of Decatur and the State of Alabama ABC Board for each event (if your event is a recurring series, you will need a separate license for each event). 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
<input type="checkbox"/> PORTABLE TOILETS	
<input type="checkbox"/> TENTS	
<input type="checkbox"/> STAGE	
<input type="checkbox"/> GENERATOR	
<input type="checkbox"/> EMERGENCY MEDICAL PERSONNEL	

As a reminder, please create and submit a map of your requested event area using [MapGEO](#) along with this packet.