

City of Hartselle

Application for Special Event Permit

Rules and Prohibitions

1. Adherence to City Ordinances and Rules – All applicants must adhere to all State Laws, City Ordinances and posted park/facility rules, with the exception of any matter where written permission to the contrary has been extended. This includes any applicable pedestrian or vehicular laws and rules applicable to the use of public streets and other public areas. Only where streets are closed by permission so as to prohibit vehicular traffic or where traffic is under the direct control of a police officer, such as at an intersection or crossings are some of such rules inapplicable. In every case, due caution must be observed as it is impossible for the City to give full assurance of safety or protection from injury where public facilities, streets and infrastructure are used. The applicant and participants in the permitted event assume all risk of injury and agree to hold the City harmless from any claim for same. All activities are conducted at the risk of the permit holder, who agrees to indemnify the City for any damages, losses or claims arising from the exercise of the matters permitted by the permit or from any matter in violation of same.

2. Resource Estimates – The City of Hartselle reserves the right to be the final authority in estimates of attendance, need for additional staff hours, and/or assignment of manpower and equipment to special events. This also includes recommendations for the number of volunteers to be provided by the event coordinator. Depending on the type of event, police officers will be needed for public safety reasons. For events that are not community sponsored (as decided by the City Council) police officers will have to be hired and paid for by the organization requesting the permit.

3. Restroom Facilities – For all events of 4 hours duration or more, portable toilets may be required. This requirement may be met if sufficient City restroom facilities are available on-site. In compliance with the Americans with Disabilities Act, the event organizer must provide sufficient handicap accessible portable toilets. It is the event organizer's responsibility to make all arrangements (drop-off, pumping during the event, and pick-up) and pay any rental fees.

4. Medical – For all events of 4 hours duration or more, medical personnel may be required to be on site.

5. Utilities – Specific requirements for the use of electricity must be submitted with the application. Electricity is not available without permission from the City of Hartselle. For projects that utilize large amounts of electricity, the City withholds the right to require additional payment for electricity used at event based on electric meter readings taken prior to and following each event. Additionally, the City may require the applicant to arrange for the installation of a temporary service with Hartselle Utilities. Any expenses related to the installation of temporary electrical service shall be the responsibility of the applicant. The City reserves the right to designate the location for the erection of poles or other devices pertaining to temporary electrical service on public property. If the special event requires the use of more than small amounts of water, Hartselle Utilities will assign costs for said water usage as a part of the permitting process.

I have read and understand the above information. Initials _____

6. **Sound System** – Sound system equipment is not provided. The City must be notified in writing of any intended use of a sound system during the event. You are cautioned that the City has a noise ordinance and any unauthorized violation may result in criminal prosecution and sanctions.
7. **Alcohol** – Alcohol sales, consumption and possession are prohibited in the City of Hartselle and any violations are subject to criminal prosecution and sanctions.
8. **Parking** - Participants must adhere to all parking regulations established by the City of Hartselle. Event organizers are prohibited from charging patrons for parking in public spaces. Event organizer must secure additional parking for larger events.
9. **Event Equipment and Layout** – Tables, chairs, stages, tents and other set-up equipment are permitted on public property with prior approval. A layout of the event area, including locations of all tables, chairs, tents, stages, vendor set-up, portable restrooms, road closures, parking plans, and other equipment must be submitted with the application. Approval will be given prior to the event. Tables and chairs will not be provided by the City of Hartselle. A final layout must be submitted two weeks prior to the event.
10. **Fire Safety Plan** – Applications will be submitted to the Fire Chief for the City of Hartselle when the City deems necessary. When a fire official determines that the gathering of persons will impact the provision of fire safety services, a plan for the provision of safety services will be prescribed by the Fire Chief. Applicants will be required to include any additional information required by the Fire Chief, including but not limited to, a layout of the event area including road closures, parking plans, vendor set-up (particularly food concessions), and the need for fire suppression services.
11. **Food Sales** – Any intention to sell food must be indicated in the application. It is the responsibility of the event organizer to contact the Morgan County Health Department and obtain any necessary permits. Additional vendor requirements will be issued upon event approval.
12. **Alterations to Public Property and Parks** – Alterations to park facilities including the attachment or installation of decorations and displays are prohibited unless advance permission has been received from the City. Construction and installation of special service facilities must be approved prior to the event. Damage to any structure or plant material will be billed to the event organizers at replacement cost plus labor. The City withholds the right to regulate placement and method of placement of items or structures on any public property. The City of Hartselle prohibits the painting of arrows or any other markings on all streets and roadways.
13. **Final Clean-Up** – Event organizer will be responsible for final clean-up of the location. All trash will be removed from the location by the event organizer.
14. **Insurance** – The City recommends that the Event Organizer obtain insurance coverage for the event.

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15. **Revocation of Permit** - The City shall have the authority to revoke any permit upon violation of the conditions set forth herein and/or where staging of the event would have an immediate and adverse effect on the welfare and safety of persons or property. The Chief of Police or Fire Chief or his or her designee shall have the authority to close any event immediately upon violation of conditions set forth herein or to preserve safety of persons or property.

16. **Volunteers** – Organizations may use volunteers for certain special events (like races) in the place of police officers for street closing. If the organization does not have volunteers in place or they have abandoned their position; police officers will be used if needed; the organization will be billed for the police officer’s time. The police officer in charge of the race or special event will make the final decision on the use of officers.

I have read and understand the above information. Initials _____

City of Hartselle Application for Special Event Permit

Complete the following application, provide event layout, and return to the City of Hartselle, Office of the City Clerk, 200 Sparkman Street, NW, Hartselle, AL 35640. For more information, call (256) 773-2535. Additional requirements will be distributed prior to event approval. **The application must be submitted in a timely matter in order to be placed on the City Council agenda for approval.**

Name of Proposed Event: _____

Location of Proposed Event: _____

Event Type: (check all that apply) Road Race ___ Walk ___ Festival ___ Performance ___ Parade ___

Concert ___ Neighborhood Event ___ Other: (Specify) _____

Date of Proposed Event: _____

Ending Date of Proposed Event: _____

Set-Up Time: _____ AM / PM Date: _____ Tear-Down Time: _____ AM / PM Date: _____

The above times are used to estimate City Services that must be dedicated to the proposed event.
Please be as accurate as possible.

Starting Location of Event: _____

Ending Location of Event: _____

Estimated Number of Attendees: _____ Estimated Number of Vendors: _____

Estimated Number of Performers: _____ Estimated Number of Vehicles: _____

Name of Organization: _____

Non-Profit: Yes ___ No ___ IRS Organization Type: (e.g. 501 (c) (3)) _____ Federal Tax ID: _____

Name of Applicant: _____ Primary Phone: _____

Address: _____ Secondary Phone: _____

Email: _____ Fax: _____

Is the Proposed Event Held on Behalf of any Other Organization or Individual? Yes ___ No ___

Name of Other Organization or Individual: _____

I have read and understand the above information. Initials _____

Describe the Event and State Purpose of Event: _____

Proposed Route or Layout for Event (Attach Map or Drawing): _____

Describe the Event Equipment Included in Layout (City Does Not Provide Equipment): _____

What Street Closures are requested? (Closure of State-Maintained Roads Require Approval of ALDOT): _____

Electricity Required? Yes _____ No _____ Do You Plan to use Amplified Sound? Yes _____ No _____

Please Detail Electrical Requirements: _____

Other Requirements: _____

I have carefully read and will abide by the Special Events Rules and Prohibitions of the City of Hartselle and swear or attest that statements I made herein are true and correct to the best of my knowledge and belief and acknowledge receipt of rules and regulations (**Signature is required before application is processed.**)

Signature

Date

I have read and understand the above information. Initials _____