EVENT APPLICATION

City of Alexander City, Alabama
and
Arts & Entertainment District Committee

The purpose of the application is to better understand the details of the requested event and to better serve you as an event coordinator. All events must be in compliance with Ordinance No. 2015-11. The event must be in compliance with Ordinance No. 99-09 and be approved by the City Council if alcohol is served, distributed, and/or brought in by attendees.

There are further requirements if you would like to serve, distribute or request that alcohol be brought-in or sold. This type of event is classified as a Special Event. Prior to City Council approval, the event must be approved by the A&E Committee and/or its representative. All requirements for a Special Event Permit are list below and must be completed prior to submission to the City Council. **Only incorporated non-profit organizations are allowed to apply for a Special Event Permit.**

An ABC application must be completed if the organization is planning to distribute alcohol. The application must be submitted to the ABC Board prior to City Council approval. The contact number to the ABC Board is listed on page 6.

All applicants requesting to use City property for private events must submit a completed event application 30 days prior to the event to the A&E Committee representative and 60 days to City Council.

Name of Organization: _____

Type of Event: ____Circus/Carnival _____Company Picnic _____Concert
____Demonstration/Rally _____Festival/Fair _____Race/Walk
____Parade _____Wedding _____Other

Describe Other:
_____

Date(s) Requested: _____

Venue Requested: Strand Park_____ Broad Street Plaza_____ Other within A&E District _____

Describe Other:
_____

Event Name: _____

Name of Applicant if not Non-Profit: _____ Photo ID required (age 21+)

Address: _____

City: _____ State/Zip: _____

Email: _____

Cell: _____ Other Phone: _____

Goals for Event: _____

_____

Descriptive Summary of Event: _____

_____

How does this event contribute to the cultural and economic development of Alexander City?

_____

Benefit to Downtown Economy _____

Co-Sponsor: _____

Will any admission or registration fees be charged? **YES** **NO** If yes, how much? _____

How will the event be promoted? TV____ Newspaper ____ Radio____ Billboard ____

Flyers/Posters ____ Internet/Social Media _____ Other (explain)_____

Event website or Social Media Page: _____

What other activities are planned or anticipated in conjunction with this event? _____

_____

_____

CHECKLIST

_____ Liability Coverage

Minimum Requirements are as follows: each occurrence $1,000,000; damage to rented premises $100,000; medical expense $5,000; personal and injury $1,000,000; general aggregate $1,000,000; and comp/op agg $1,000,000.

Name of Insured: _____ Producer: _____

Policy No.: _____ Effective Date: _____ Expiration Date: _____

_____ **Event Parking**

Where will you tell people to park? ***Permission must be gained from private property and/or business owners.***

Identify set-up parking areas _____

Participant parking (vendors, staff, volunteers) _____

Attendees parking _____

_____ **Event Size** Number of Participants _____ Number of Staff/ Volunteers _____

Number of Spectators_____ Total Number of Attendees _____

_____ **Event History**

Is this a first-time event? **YES** **NO**

Does this group have event experience? **YES** **NO**

If yes, list previous events: _____

Detail experience, location, etc.: _____

_____

Is this an annual event? **YES** **NO** If yes, how many years running? _____

_____ **Activities and Entertainment**

Attach a list of scheduled activities and entertainment with times (i.e. bands, contests, demonstrations, cook-offs, performances, etc.)

_____ **Structures**: Check all that apply

Tents _____ Booths _____ Tables _____ Chairs_____ Stages _____

Fencing _____ Light/Sound Towers _____ Generators _____ Other _____

_____ **Utilities**

Will you need electricity? **YES** **NO** If yes, how many outlets? _____

Will you need water? **YES** **NO** If yes, how much? _____

_____ Portable Toilets

Indicate the number of portable toilets you will provide. Placement of toilets should be shown on the Location Layout.
Minimum one (1) per fifty (50) participants is required.

Number of Regular porta-potties _____ _____# ADA

When will portable toilets be delivered? _____
Multi-day events require portable toilets daily.

_____ Event Clean-Up/Trash Removal

The applicant is responsible for trash clean up. Please contact Advanced Disposal directly (334) 513-1864. Please contact Advanced no less than two weeks prior to the event.

The City of Alexander City and the Arts & Entrainment District encourages recycling. Is there a recycling plan? _____

_____

** The City operates a recycling facility that is located on Railey Road behind the Water Department. It is a drop-off facility only. The City also owns a recycling trailer for #1 plastics (Gatorade, . If you would like to utilize the recycling equipment please indicate above.

_____ First Aid Plan

Will you have a first aid station on-site? **YES NO**

What plan do you have for emergencies? _____

_____ Security

The applicant is responsible for adequate security for the event including crowd control, emergency response, and alcohol enforcement. If the event is classified as a Special Event complete page 6 of the application. If the event is not a Special Event then refer to the chart below for security.

1-99 = No officer required
100-199 = 1 Officer
200-299 = 2 Officers
300-399 = 3 Officers

_____ Street Closures ****Events requesting streets closures require additional police staffing.

List any and all streets that will need to be closed for the event. Approval must be granted by the Alexander City Police Chief prior to the event.

_____

_____

ARTS AND ENTERTAINMENT DISTRICT RULES AND RESTRICTIONS

Public possession and consumption of alcoholic beverages shall be allowed within the Arts and Entertainment District subject to the following rules:

1. Patrons may exit a licensed premise with open beverages in approved, shatter resistant containers except that where outdoor sidewalk seating contiguous to an on-premise licensee exists patrons may be served in glass containers so long as consumers not leave the proximity of that licensee.
2. Approved containers include any plastic, paper or Styrofoam cup identifiable as being purchased within the District.
3. Patrons are limited to one carryout beverage at a time.
4. No person may enter a licensed premise with an open or closed container acquired elsewhere including, specifically, another licensed premise within the District.
5. Open containers of alcoholic beverages purchased from a licensed premise within the District may be carried into a non-licensed business only at the discretion of that business owner.
6. Alcoholic beverages purchased outside the boundaries of the District are prohibited within the District:
    a. Except for consumption at a Special Event.
    b. Except for consumption in a private residence or banquet facility.
7. No person or motorist may possess an open container in a motor vehicle on a public street or adjacent parking lots at any time.
8. Open containers of alcoholic beverages may not be removed from or consumed beyond the designated boundaries of the Arts and Entertainment District.
9. Nothing shall be construed to allow the sale of alcoholic beverages to minors and Alabama Beverage Control Board regulations regarding sales to minors will be strictly enforced.

SPECIAL EVENT PERMIT (distribution, serve or bring your own alcohol)

Per Ordinance No. 99-09 a Special Event shall mean an event organized by an incorporated non-profit organization that is open to the general public and benefits the citizens of the City of Alexander City, Alabama, by way of cultural or educational entertainment. **Only incorporated non-profit organizations may apply for a Special Event Permit**. Special Events must be permitted by the City Council and all requirements must be met prior to the approval.

The following requirements must be completed prior to submittal to the City Council.

_____ Liability Coverage

Minimum Requirements are as follows: each occurrence $1,000,000; damage to rented premises $100,000; medical expense $5,000; personal and injury $1,000,000; general aggregate $1,000,000; and comp/op agg $1,000,000.

Name of Insured: _____ Producer: _____

Policy No.: _____ Effective Date: _____ Expiration Date: _____

A copy of the certificate of ability insurance must be provided with this application.

_____ Geographical Parameters

Describe or attach a map with the event geographical parameters.

_____

_____

_____

_____

_____

_____ S**ecurity**

Adequate security must be provided for the safety of the citizens and attendees. The organization is responsible for providing security for the event. Refer to the chart below for adequate security. Additional security will be needed for parking.

1-99 = 2 Officers

100-199 = 4 Officer
200-299 = 6 Officers
300-399 = 8 Officers

_____ **Special Event Fee:** The application shall be submitted to the City Clerk's office with a fee of $500.00.

OTHER INFORMATION:

Tallapoosa County Health Department: (256) 329-0531
City Clerk's Office: (256) 329-6700
A&E Committee: (256) 329-9227
ABC Board: (334) 826-1137
Advanced Disposal: (334) 513-1864

Applicant's Signature _____ Date ___/___/____

A&E Signature _____ Date ___/___/____

INTERNAL USE ONLY

Application Complete: **YES NO**

Date Received: ___/___/____ Approved: ___/____/____ Disapproved: ___/___/____

Added to the Event Calendar: **YES NO**

Contact the Following:

1. Police Chief: **YES NO**
2. Public Works: **YES NO**
3. Light Department for electrical needs: **YES NO**
4. Water Department for any water needs: **YES NO**
5. Parks & Rec.: **YES NO**
6. City Clerk: **YES NO**

Authorized Signature: _____ Date: ___/___/____