

When Special Event Questionnaires and Applications are completed, **requests for the use of city parks are to be returned to:**

Ms. Lou Hovatter  
Recreation Services Department  
308 Fountain Circle  
Huntsville, AL 35801  
Office: (256) 883-3708  
Fax: (256) 883-3703  
E-mail: Lou.Hovatter@hsvcity.com

**All other questionnaires and applications are to be returned to:**

Lieutenant Mark McMurray  
Huntsville Police Department  
Special Operations Division  
P.O. Box 2085  
Huntsville, AL 35804-2085  
Office: (256) 427-5379  
Fax: (256) 427-5581  
E-mail: Mark.McMurray@hsvcity.com

To view the Code of Ordinances of the City of Huntsville, Alabama concerning special events go to [www.ci.huntsville.al.us](http://www.ci.huntsville.al.us) and click on “eGov” and “City Laws Online”. Go to Chapter 23; Streets, Sidewalks and other Public Places, and open Article VI, Special Events.

**We need as much information as possible concerning contacts for your event. Leave nothing blank; use N/A as needed. Incomplete or inaccurate applications may result in delays or denial in obtaining approval for your permit. At times we may have to cancel, change or delay an event due to unforeseen circumstances and in the past we have had problems making contact using the information on the application. If the information changes prior to your event, please contact us with updated information as soon as possible.**

**The time for filing an application is as follows:**

- (1) In the case of non-profit events, an application for a Special Event Permit may be filed any time beginning twelve (12) months prior to the date of the event, but no later than three (3) business days preceding the date of the proposed event; provided, however, for any of the following, the application must be made at least five (5) business days in advance of the date of the event:**
  - (A) Any special event that will include animals, vehicles, floats, and/or the use of any instrumentality that could pose a danger to the participants or the general public; or**
  - (B) The special event is to take place in whole or in part upon streets, highways, roads or other such public ways dedicated primarily for the use of vehicular traffic.**
- (2) In the case of for-profit events, an application for a Special Event Permit may be filed beginning twelve (12) months prior to the date of the event but no later than one (1) month before the date the proposed event is scheduled to commence.**
- (3) In the case of events that will involve the sale, transfer or consumption of alcoholic beverages, an application for a Special Event Permit may be filed beginning twelve (12) months prior to the date of the event but no later than one (1) month before the date the proposed event is scheduled to commence. At the time of the application, the applicant must provide copies of appropriate alcoholic beverage licensing and an executed lease within the City for the use of the proposed location.**
- (4) For a protest, demonstration or picket, an application for a Demonstration Reservation may be made during regular business hours at any time beginning twelve (12) months prior to the date of the event but no later than 10:00 A.M. on the business day immediately preceding the date the event is scheduled to commence.**

**All applications will be stamped by the city with the date and time of receipt in order to ensure that the use of the public area requested is on a first-come, first-served basis.**

**To prevent delays or denial of a Permit or Reservation you should check with the appropriate person listed above prior to scheduling your event for available dates, times, locations or other previously scheduled events.**

**Your application must be processed and sent to a committee for review and approval or denial. This process may be lengthy due to other applications that have been received or events scheduled, so it is best to get your application in as early as possible. If your application is approved you will be notified of this and you must sign for and pick up a copy of the finished Permit at the Huntsville Police Department, 815 Wheeler Avenue, within one week of being notified between the hours of 9:00 A.M. and 3:00 P.M., Monday through Friday, excluding legal holidays. If the Permit is solely for the use of a city park the COH Recreation Services will advise you where and when to pick up your Permit.**

## SPECIAL EVENT QUESTIONNAIRE TO DETERMINE IF YOU NEED A SPECIAL EVENT PERMIT

<b>WILL YOUR EVENT TAKE PLACE:</b>		
IN A PUBLIC BUILDING OR STRUCTURE?	YES	NO
ON ANY PORTION OF A PUBLIC STREET OR HIGHWAY	YES	NO
WILL YOUR EVENT: SUBSTANTIALLY INHIBIT THE FLOW OF PEDESTRIANS ON A SIDEWALK WITH PERSONS, TABLES, BOOTHS, OR EXHIBITS?	YES	NO
PREVENT ACCESS TO BUILDINGS, BUSINESSES OR DRIVEWAYS NEARBY?	YES	NO
REQUIRE THE USE OF CITY OF HUNTSVILLE FACILITIES, SERVICES OR EQUIPMENT?	YES	NO
WILL ALCOHOLIC BEVERAGES BE SOLD, TRADED, DISPENSED OR CONSUMED?	YES	NO
ARE ANIMALS PART OF YOUR EVENT?	YES	NO
ARE VEHICLES A PART OF YOUR EVENT?	YES	NO
ARE FIREWORKS A PART OF YOUR EVENT?	YES	NO
IS THERE ANYTHING THAT COULD CAUSE A DANGER TO THE PUBLIC?	YES	NO
IS THIS EVENT BEING HELD FOR PROFIT?	YES	NO
IS YOUR EVENT TO TAKE PLACE ON PROPERTY OF THE UNITED STATES GOVERNMENT, SUCH AS REDSTONE ARSENAL, FEDERAL COURTHOUSES, ETC.?	YES	NO

If you have answered **NO** to all of the above questions you do not need a Special Event Permit. You only need to supply the following information:

NAME OF THE EVENT: \_\_\_\_\_  
 YOUR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 YOUR ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
 DATE(S) OF EVENT: \_\_\_\_\_  
 NUMBERS OF PERSONS PARTICIPATING: \_\_\_\_\_ EVENT HOURS: \_\_\_\_\_  
 EVENT LOCATION(S): \_\_\_\_\_

WILL YOUR EVENT TAKE PLACE IN A CITY PARK? YES NO

If YES, then you must contact the City of Huntsville Recreation Services Department at 427-5226 to schedule the use of a park. **A DEPOSIT OR FEE MAY BE REQUIRED FOR THE USE OF THE PARK. YOU MAY ALSO BE REQUIRED TO FILE A SPECIAL EVENT APPLICATION.**





ULTIMATE USE OF NET PROCEEDS FROM THE EVENT:

---

---

---

ESTIMATED NUMBER OF PEOPLE ATTENDING/WORKING THE EVENT:

	DAY 1	DAY 2	DAY 3	DAY 4
PERSONS ATTENDING THE EVENT:	_____	_____	_____	_____
PERSONS WORKING THE EVENT:	_____	_____	_____	_____
VENDORS AND THEIR EMPLOYEES:	_____	_____	_____	_____
TOTAL:	_____	_____	_____	_____

ESTIMATED NUMBER OF VEHICLES AND TYPE PARTICIPATING IN THE EVENT:

---

ESTIMATED NUMBER OF VEHICLES PARKING NEAR THE EVENT SITE EACH DAY:

---

IF A PARADE:

NUMBER OF BANDS: \_\_\_\_\_  
NUMBER OF FLOATS: \_\_\_\_\_  
NUMBER OF MARCHING UNITS: \_\_\_\_\_  
NUMBER OF CARS: \_\_\_\_\_  
OTHER UNITS: \_\_\_\_\_  
TOTAL NUMBER OF UNITS IN PARADE: \_\_\_\_\_

ARE ANIMALS A PART OF YOUR EVENT? IF YES, HOW MANY AND WHAT KIND?

---

---

IF ANIMALS ARE INVOLVED IN YOUR EVENT, WHAT PROVISIONS HAVE BEEN MADE FOR THE IMMEDIATE CLEAN UP OR REMOVAL OF ALL ANIMAL WASTE, FOOD, ETC.?

---

---

---

WHAT ARE YOUR PROVISIONS FOR TOILET FACILITIES TO INCLUDE THE NUMBER, TYPE, AND LOCATION OF TOILET FACILITIES?

---

---

---

---

WHAT PROVISIONS ARE IN PLACE FOR CLEANUP OF THE SITE AFTER THE EVENT?

---

---

---

---

WHAT ARE YOUR PROVISIONS, IF ANY, FOR SECURITY, TRAFFIC CONTROL, AND/OR CROWD CONTROL? \_\_\_\_\_

---

---

---

---

---

WILL ANY FOOD OR DRINK BE SOLD? \_\_\_\_\_ IF YES, WHO WILL BE SUPPLYING FOOD AND DRINKS FOR THE EVENT? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHO WILL RECEIVE THE FUNDS OBTAINED FROM THE SALE OF FOOD AND DRINK?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IS THERE AN ADMISSION FEE? \_\_\_\_\_

WILL PRIZES BE AWARDED? \_\_\_\_\_ IF YES, ENTER THE DOLLAR AMOUNT OF THE PRIZES: \_\_\_\_\_

ARE THERE ANY OTHER SPECIAL CIRCUMSTANCES WHICH ARE PERTINENT TO THIS APPLICATION?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I UNDERSTAND THAT THIS PERMIT MAY BE DENIED OR REVOKED FOR ANY REASON THAT IS SET FORTH IN THE CODE OF ORDINANCES OF THE CITY OF HUNTSVILLE, ALABAMA, CHAPTER 23, ARTICLE VI, SECTIONS 23-206 AND 23-237 AND FURTHER I HAVE RECEIVED A COPY OF SECTIONS 23-206 AND 23-237 OF THE ORDINANCE. I UNDERSTAND THAT I HAVE THE RIGHT TO APPEAL A DENIAL AS SET FORTH IN SECTION 23-238 OF THE CODE OF ORDINANCES OF THE CITY OF HUNTSVILLE, ALABAMA, CHAPTER 23, ARTICLE VI.**

**I AGREE TO SUBMIT A REPORT WITHIN 30 DAYS THAT CONTAINS A SYNOPSIS OF AT LEAST THE FOLLOWING INFORMATION: RECEIPTS, DISBURSEMENTS, NUMBER OF PARTICIPANTS AND OTHER DATA CONTAINED IN THIS EVENT APPLICATION.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE AND TIME RECEIVED:

RECEIVED BY:

mss06-10-2008