

When Public Demonstration Reservation Questionnaires and Applications are completed, requests for the use of **city parks** are to be returned to Steve Ivey and Lieutenant McMurray.

Steve Ivey
Recreation Services
2929 Newby Rd.,
Huntsville, AL 35801
Office: 564-8026
Fax: 564-8028
E-mail: steve.ivey@huntsvilleal.gov

All other questionnaires and applications are to be returned to:

Lieutenant Mark McMurray
Huntsville Police Department
Traffic Services Unit
815 Wheeler Avenue
Huntsville, AL 35801
Office: 427-5379
Fax: 427-5581
E-mail: Mark.McMurray@huntsvilleal.gov

Click to view the [Code of Ordinances](#) of the City of Huntsville, Alabama concerning special events. 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 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.

DEMONSTRATION RESERVATION QUESTIONNAIRE TO DETERMINE IF YOU NEED A SPECIAL EVENT PERMIT OR A PUBLIC DEMONSTRATION RESERVATION

WILL YOUR EVENT TAKE PLACE:

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 BUILDING, 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 883-3708 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.**

APPLICATION FOR A PUBLIC DEMONSTRATION RESERVATION

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY, USE N/A IF NEEDED

NAME OF THE EVENT: _____

DATE(s) OF EVENT: _____

TIME(s) OF EVENT: FROM _____ TO _____

ASSEMBLY TIME FOR EVENT: _____ DISBAND TIME FOR EVENT: _____

LOCATION OF THE EVENT: *(complete routes and areas affected. Include maps on a separate sheet)*

PERSON COMPLETING THIS APPLICATION:

YOUR NAME: _____ BIRTHDATE: _____

YOUR ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____ HOME PHONE: _____

_____ WORK PHONE: _____ CELL PHONE: _____

_____ PAGER: _____ FAX: _____

_____ E-MAIL: _____

PERSON(s) RESPONSIBLE FOR CONDUCTING THE EVENT:

NAME: _____ TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ PAGER: _____

FAX: _____ E-MAIL: _____

SECONDARY CONTACT RESPONSIBLE FOR CONDUCTING THE EVENT:

NAME: _____ TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ PAGER: _____

FAX: _____ E-MAIL: _____

NAME OF THE ORGANIZATION, GROUP, CLUB, ETC. THAT THE EVENT IS BEING HELD FOR:

ORGANIZATION NAME: _____

NAME OF PERSON AUTHORIZING THE EVENT: _____

TITLE OF PERSON AUTHORIZING THE EVENT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ PAGER: _____

FAX: _____ E-MAIL: _____

PURPOSE OF THE EVENT:

ESTIMATED NUMBER OF PARTICIPANTS: _____

ESTIMATED NUMBER OF SPECTATORS: _____

ESTIMATED NUMBER OF VEHICLES PARTICIPATING OR PARKING NEAR THE EVENT SITE:

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

I UNDERSTAND THAT THIS RESERVATION 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 23-204 AND 23-237 AND FURTHER I HAVE RECEIVED A COPY OF SECTIONS 23-204 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.

SIGNATURE: _____ **DATE:** _____

WITNESS: _____ **DATE:** _____

WITNESS: _____ **DATE:**

FOR OFFICE USE ONLY

DATE AND TIME RECEIVED:

RECEIVED BY: