

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

Ms. Lou Hovatter
Recreation and Landscape Management
308 Fountain Circle
Huntsville, AL 35801
Office: 883-3708
E-mail: lou.hovatter@hsvcity.com

All other questionnaires and applications are to be returned to:

Lt. Mark McMurray
Huntsville Police Department
Special Services / Operations Division
707 Fiber Street
Huntsville, AL 35801
Office: 427-5379
Fax: 427-5581
E-mail: mark.mcmurray@hsvcity.com

Leah Ray
Huntsville Police Department
Special Operations Division Secretary
707 Fiber Street
Huntsville Alabama 35801
Office: 427-5580
Fax: 427-5581
E-mail: leah.ray@hsvcity.com

To view the Code of Ordinances of the City of Huntsville, Alabama go to www.ci.huntsville.al.us and click on City Laws Online. Go to Chapter 23; Streets, Sidewalks and other Public Places, and open Article VI, Special Events.

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

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 BOOTHES, 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.**