



ALEXANDER CITY ALABAMA

P.O. Box 552 • Alexander City • Alabama 35011-0552 • (256) 329-6700 www.alexandercityal.gov

Event Application

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 within the Arts and Entertainment District must be in compliance with Municipal Code Section 62-64, as amended. All Special Events must be in compliance with Ordinance No. 23-12 and be approved by the City Council.

If the individual/organization is requesting to distribute/serve or allow alcohol to be brought in, then the Special Event portion of this application must be completed. Furthermore, 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 and/or submitted with the completed event application. The contact number to the ABC Board is listed on page 7.

All applicants requesting to use City property located within the Arts & Entertainment District must submit a complete application 30 day prior to the date of the event to the A&E Committee representative: michelle@mainstreetalexandercity.org. All events outside the Arts & Entertainment District must be submitted to the City Clerk along with completed Event application, \$500.00 application fee, proof of liability insurance listing the City of Alexander City, Alabama as an additional insured.

Per Ordinance 23-12, any person, firm, partnership, corporation, association or other entity with business or applications to present to the City Council at a regular meeting must first make application with the City Clerk no later than 4:30 P.M. thirty (30) days prior to the meeting.

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 Within A&E District Requested: Strand Park \_\_\_ Broad Street Plaza \_\_\_ Other \_\_\_

List Other: \_\_\_\_\_

Property outside A&E District: \_\_\_\_\_

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 \$2,000,000; and comp/op agg \$2,000,000.

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? \_\_\_\_\_ 110v OR 220v

Do you have any special requirements? \_\_\_\_\_

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 GFL Environmental at 800-243-5580 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 at 824 Railey Road which runs between Russell Road and Joseph Street. Operational hours are 5 a.m. until 5 p.m., Monday through Friday. It is a drop-off facility only. 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. Complete page 6 of the application if the event is classified as a Special Event (allows alcohol). 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.

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

\_\_\_\_\_ **Date of Closure and Beginning and Ending Time:**

Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

## 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. 23-12 a Special Event shall mean an event organized by an individual, business or 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. 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 \$300,000; medical expense \$5,000; personal and injury \$1,000,000; general aggregate \$2,000,000; and comp/op agg \$2,000,000.

Name of Insured: \_\_\_\_\_ Producer: \_\_\_\_\_

Policy No.: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

***\*\*A copy of the certificate of liability insurance must be provided to the City Clerk’s office once the event is approved and before the event takes place.***

\_\_\_\_\_ **Geographical Parameters**

Describe or attach a map with the event geographical parameters.

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

\_\_\_\_\_ **Security**

Adequate security must be provided for the safety of the citizens and attendees. The organization is responsible for providing and funding security for the event. Refer to the chart below for adequate security. Please remember to provide additional security if it will be needed for parking.

- 1-99 = 3 Officers
- 100-199 = 5 Officer
- 200-299 = 7 Officers
- 300-399 = 9 Officers

\_\_\_\_\_ **Special Event Fee:** The application shall be submitted to the City Clerk’s office with the set facility fee per Ordinance 23-12.

**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  
GFL Environmental: 800-243-5580, 334-306-2304, 888-895-8696

**SIGNATURES:**

Applicant's Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

A&E Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

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**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: \_\_\_/\_\_\_/\_\_\_