



ALL DOWNTOWN EVENT PLANNERS NEED TO BE AWARE OF THE FOLLOWING:

Consider the information below as you begin to plan your event in Downtown Decatur:

- Contact Karen in the City of Decatur Planning Department to get on the calendar for a downtown event. She will provide needed forms and who to talk to next.
 - If Karen is unavailable, please refer to Kim, who will assist you in getting your event on the calendar.
- All applications must be submitted two weeks prior the any event.
- You must obtain an insurance policy making the City of Decatur a named insured in the amount of \$1,000,000.000. You must include the following language:
“The named insured must be the City of Decatur, Alabama, it officials, it employees, its servants, and its representatives.”
- All downtown events must be on the calendar.
- Nearby churches and businesses must be notified of the event as soon as the event is on the calendar.
 - Entrances to businesses should be kept clear and free of obstructions.
- When using city property, please do not drive motorized vehicles on the grass or through planted areas.
- Vehicular and pedestrian access must be kept clear at all times.
- Emergency services must be provided for and accommodated, including clear accessibility to fire lanes and fire hydrants on closed streets.
- Written plans must be provided for set up (e.g., street barricades and fixtures to be used); take down (i.e., process for removing fixtures); clean up (e.g., disposal of cups after races, candy or other items handed out after parades, paper trash after block parties, etc.).
- Do you have any equipment needs?
 - The City can provide cones and barricades to be used when streets are closed. Event organizers will be responsible for putting them out at the start of the event and removing them to the sidewalk or side of the street after the event.
 - Provisions may need to be made for electricity for events; availability is irregular in many areas.
- How can we help you?
- Please note Karen or another employee from the Planning Department will notify applicants of final event approval. This will not be done until **ALL** completed forms are provided. It is preferable that all forms are completed and approved one week prior to any event.



ATHLETIC EVENT OR RACE

For an athletic event, you are required to secure or provide the following:

- A copy of a hold harmless form to be signed by participants in the race or athletic event. For the City's files, this should be one blank form, **not** copies of the forms completed by participants.
- A copy of the event course or game rules.
- A copy of your City of Decatur [business license](#) and a Morgan County business license, if items are to be sold.
- Your clean up plan.
- A parade permit from the Police Department. [Download the permit.](#)
- Please inform us if there will be music playing or a public address system, so that we may determine if a sound ordinance variance will be needed.

BLOCK PARTY

If you are hosting a block party in Downtown Decatur, you are required to collect and provide:

- A copy of or description of games or activities with a general description (e.g., disc golf, sidewalk art contest, etc).
- A map of the layout of the event.
- A general description of all offered entertainment.
- A City of Decatur [business license](#) and a Morgan County business license for each vendor selling food or merchandise.
- A barricade permit from the Police Department to close off a street. Please note that the processing time for this permit is approximately 10 working days. [Download the permit.](#)
- Please inform us if there will be music playing or a public address system will be involved, so that we may determine if a sound ordinance variance will be needed.

PARADE

For all parades, you will need to have:

- A parade permit from the Police Department. [Download the permit.](#)
- Provide copy of the parade route and crowd control plans.
- All food and merchandise vendors will need a City of Decatur [business license](#).
- Please inform us if there will be music playing or a public address system, so that we may determine if a sound ordinance variance will be needed.



ALCOHOL:

- Permission to have alcohol at an event is not guaranteed. The process to pursue a permit will take a minimum of three months. Please plan accordingly.
- ABC permits are required.
- A City of Decatur license or permit is required.
 - Please contact the Planning Department to determine what is needed for your event.
- You must have a complete understanding of the [Arts and Entertainment District rules](#).
- It is mandatory that you contact the Decatur Police Department for information on having off-duty police officers provide security at all events on public property that serve alcohol.

GRILLING OR COOKING DURING AN EVENT

Please remember the following if you plan on grilling or cooking during an event:

- **Grilling is not allowed on the Daikin Amphitheater property.**
 - Any food served or offered at the Amphitheater must be coordinated through the Parks and Recreation Department. This includes placement of any tents, tables, or beverage services.
- Health Department approval is required, with either full-service restaurant or temporary event exemption letter. Contact the Morgan County Health Department at 256-353-7021.
- Grills must be approved by event coordinator.
- Grills must be 15 feet from any and all buildings.
 - A five-foot perimeter must be maintained around grill.
 - A working and recently inspected fire extinguisher must be within two feet of the grill.
- Grills must be of commercial nature, well maintained, and properly secured.
- No frying or grease-laden fumes will be permitted.
- Hot coals or other grilling materials must be removed from the site with the grills. Do not dispose of hot coals or other flammable material in a waste receptacle.



MISCELLANEOUS

- The proper installation, set up, and securing of tents is the responsibility of the user. The user must evaluate each installation site and determine the proper securing and anchoring method and device appropriate for the conditions.
 - Prior to and during the event, the user is responsible for checking that the tent is secure and hasn't become unstable due to use, changes in weather, or accidental contact with patrons.
- Tents over 199 square feet require a building permit and approval from the fire marshal.
- A line locate is also required for tents using stakes longer than 6 inches. The Parks and Recreation Department can help locate irrigation system lines.
- The smaller 10x10 feet and 10x12 feet tents, often used for festivals and vendors, should be secured to the ground with sandbags or stakes, where possible.
 - Please **do not** put stakes in concrete, asphalt, or other hard surfaces.
- Cords that connect to equipment in tents or cross sidewalks must be secured with bright-colored tape to alert pedestrian traffic to the location of the cord.
- All event equipment must be set up and used in complete accordance with the manufacturer's specifications. Inflatables or other installations designed to withstand standing or jumping should be safely secured at all times with sandbags, ties, or other approved means of anchoring.



Downtown Public Space Usage Request Form

In order to schedule an event for the public spaces in the downtown Decatur area, you must request permission from the Public Space Usage Committee and obtain all necessary permits, **INSURANCE**, and other requirements as dictated by the type of event.

1. The first step of the approval process is to contact the City Planning Department to determine if the date of your event is available. Please contact the Karen Smith at 256-341-4725 or Kim, if Karen is not available, at 256-341-4720 with the name and proposed date of your event.

2. Next, you'll need to complete this form to formally request your event date. You may email Karen at kjsmith@decatur-al.gov or visit her office at the City Hall Annex, located at 308 Cain Street NE, to discuss this and any other forms that will be needed for your event.

Confirmed Event Date: _____

Event Name: _____

Event Sponsor (if applicable): _____

Requested Location: _____

Please highlight the requested location(s) or route on the downtown map provided as a part of this form.

Contact Information

The event coordinator is the person within your organization who will be responsible for submitting all forms to the City of Decatur and securing the approval of all requests or changes made to the event. You must appoint one person to hold this position and serve as a point of contact for the City.

Contact Person / Event Coordinator: _____

Contact Person Phone: _____

Contact Person Mailing Address: _____

Contact Personal Email: _____

Contact Person Title: _____

Are you planning to sell or serve alcoholic beverages at your event? Yes No

A Special Event Retail Liquor License must be obtained from the City of Decatur and the State of Alabama ABC board. This process will take 6-8 weeks to complete. It is the responsibility of the event coordinator to make these arrangements and to ensure the event follows all the Arts and Entertainment District rules.



Description of event - Please check all elements that apply:

- Athletic Event/ Race
- Block Party (Single block or multi-block such as Third Friday / Carnegie Carnival)
- Entertainment / Performers
- Demonstrations / Displays
- Parade
- Other
- Vendors - Please also check all the types of vendors that apply:
 - Arts/Crafts
 - Apparel / Accessories
 - Commercially produced items (not handmade goods)
 - Food / Food Trucks
 - Furniture / Antiques
 - Other, please explain _____

Please provide a brief description of the proposed use of public space for your event:

Please provide schedule information for your event, including the dates / times for set up and break down activities. _____

What equipment will you be bringing to the location and what other items might be needed?

If you select any of these items, please list on the line to the right where you plan for them to be.

- Portable toilets _____
- Waste Disposal _____
- Tents _____
- Stage _____
- Generator for power _____
- Emergency medical personnel _____

What are your electrical requirements for the event? _____

Will you need to have a street barricade for your event? Yes No

Please let us know any other things you may need or be planning to use. _____

This completed form must be returned to the Downtown Public Space Usage Committee. The Committee will direct you, based on the type of event and other information provided here, as to which permits you and your participants must obtain, as well as the contact information for the responsible departments. The Committee is available to answer questions about the approval process and permitting. Typically, the process takes 60 days from the day you turn in this form. Permits should be in place at least 30 days prior to your event to allow departments time to schedule personnel as needed.

Note: Fireworks and pyrotechnics are not allowed in the City of Decatur unless properly permitted.

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