

APPLICATION FOR EVENT/VENDOR PERMIT
CITY OF JASPER, ALABAMA

The following Event Activity Application requests:

Event: _____/Date(s): _____

Type of Event: _____

Time Set-Up: _____ / Registration: _____ / Start: _____/Finish: _____

Location of event: _____

Estimated Attendance: (0 -150) (151 – 300) (301 – 500) (501 – 750) (751-1000)

Procession route and/or Request Blockages of:

Applicant Group and/or Organization requesting permit: _____

Applicant, Group and/or Organization Representative: _____

Address:

City: _____ STATE _____ Zip _____

Telephone: _____/_____

E-Mail: _____/_____

Will your event include amplified music/Speaking or other excessive noise? _____ If yes, please describe _____.

Will alcohol be served during this event? _____ **If yes, events involving serving of alcohol require extra police presence at the expense of event organizer. Event organizer is responsible for all licensing associated with the serving of alcohol and must provide copies of proof of approval from ABC board in order to serve alcohol.**

For events at/near the courthouse, will you need music turned off for duration of event? _____

Will your event include food or drink/craft vendors? _____ **If yes, event organizer will be responsible for obtaining all necessary licenses and permissions.**

Are you requesting paid off-duty police for this event? _____
If yes, additional documentation will be required.

Will your event involve the use of portable toilets? _____ If yes, how many? _____
If yes, event organizer will be responsible for cost of toilet rentals.

Any additional information, comments, or requests? If yes, use the space below:

Procedure for Obtaining Special Event Permit

Special Event permits are issued to anyone wanting to hold an event within the Jasper city limits or anyone planning to use any public/city owned property. Special events are any event involving the closing and use of public roads, sidewalks, parks, or other public property inside the city limits. If you are unsure whether your event qualifies, please contact the Special Events Coordinator.

1. Completed signed applications should be submitted to the Special Events Coordinator at least (30) days prior to event.
2. The application will be reviewed by the Special Events Coordinator to ensure the application is complete.
3. The application will undergo review by the Jasper City Police Department, Jasper City Fire Department, and Jasper City Street Department.
4. Following review, the application will be added to an upcoming City Council meeting agenda where your request will be considered.
5. Once approved by the City Council, the permit will be issued by the Special Events Coordinator. **ORGANIZER MUST HAVE THE PHYSICAL SPECIAL EVENT PERMIT SIGNED BY THE SPECIAL EVENTS COORDINATOR PRESENT AT THE EVENT. AN EVENT IS NOT APPROVED UNTIL AN EVENT PERMIT IS RECEIVED.**
6. **ORGANIZER MUST PROVIDE PROOF OF LICENSING FOR FOOD OR CRAFT VENDORS, AS WELL AS APPROVAL FROM THE ABC BOARD AND JASPER POLICE DEPARTMENT. ORGANIZER IS RESPONSIBLE FOR ASSOCIATED FEES.**
7. **EVENT APPROVAL WILL NOT BE GUARANTEED WITHOUT TURNING IN PROPER DOCUMENTATION.**
8. **EVENT ORGANIZER WILL BE RESPONSIBLE FOR COST OF TOILET RENTALS. RENTAL COST IS \$90.00 FOR REGULAR AND \$150 FOR HANDICAP ACCESSIBLE.**
9. **ANY EVENT CHANGES WILL REQUIRE AN UPDATED PERMIT APPLICATION TO BE SUBMITTED AND APPROVED PRIOR TO THE EVENT DATE.**

Fees: \$25.00 Application Fee

Any questions and/or concerns please contact:

**Kellie Barnes
Special Events Coordinator**

City of Jasper, Alabama
121 17th Street W. / P.O. Box 1589
Jasper, AL 35501

205-385-0520 (Work); 205-717-8054 (Cell)

events@jaspercitey.com

www.jaspercitey.com (Website)

Event Organizer

Date