

CITY OF JASPER

EVENTS APPLICATION GUIDELINES AND REFERENCE SECTION

Thank you for your interest in hosting your event in beautiful Jasper, AL

HOW IT WORKS

The Event Activity Application/Permitting is for any type of event held on City property and/or within the City limits of Jasper. You may email or hand deliver to the address listed on the application. The Special Events Coordinator will then contact you regarding your event and schedule an preliminary meeting for discussion of type of event and details surrounding event planning.



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GENERAL AND PARADE GUIDELINES

The City of Jasper takes pride and the quality and safety of the Festivals, Parades and other special events that take place each year. The following information will help you complete the Special Event Permit Application. **Fill out the online application accurately and completely.** A Special Event Permit Application is required for any person, group or organization desiring to use any City property or public right- of -way unless these areas are governed by another permit or application process. Special Event Permits are also required for events help on private property that impact the public right-of-way, are open to public and/or will have vendors selling anything and/or food. If you would like to submit the application online, please visit www.jaspercity.com and read this page in its entirety. The Special Events Coordinator after receiving your application will in turn contact you for a preliminary meeting to go over the details of your event.

NOTE:

- Read the following material pertaining to the Special Event Permit Application
- Complete the application

WHAT TO BRING TO MEETING WITH THE SPECIAL EVENTS COORDINATOR

- Site and Weather Plans
- Insurance Liability Confirmation
- “Application for Exemption for Food Service at a Temporary Event”

(If your event will have Food Vendors – This is a required and to be obtained by applicant)

(These are obtained at the Walker County Health department)

- A Special Event Permit fee in the amount of **\$25, 00 is** required to begin the permit process. This is a non-refundable permit fee.
- The completed application must be submitted **(30) days** prior to the date for any downtown event, Including Map(s), Site Plan / Licenses(s) / Permit(s) / Insurance(s) / 501 (c) 3(copies), etc.
- The event organizer/organization **MUST and are REQUIRED to obtain a Special Event License** for **ANY** event that will have for profit vendors, (e.g. – Crafts, Vendors, Food, etc.)

Special Events License can be obtained at the City Hall, Jasper, AL (First Floor)

Cost of a Special Event License:

\$150.00 > License
+ 12.00 > Issuance Fee
<hr/>
\$162.00 > Total

BUSINESS AND NEIGHBORHOOD IMPACT – BLOCK PARTY REQUIREMENTS

Prior to issuing a permit, the City of Jasper may contact, or may require the applicant to contact, the affected neighborhood, businesses or residence for input on the impact the event will have. This could necessitate variances or changes in the event plan.

BLOCK PART: Group, Applicant and/or Organization will be required to obtain a Block Party Form from the Special Events Coordinator prior to event paperwork being processed for approval.

WEATHER PLAN:

The applicant/organization must provide the City with an inclement weather plan. An onsite contact person capable of making decisions related to postponing or cancelling the event in case of severe weather is required to be at the event site.

SITE PLAN:

The event organizer/applicant or organization must provide the Special Events Coordinator with a detailed site plan for the event, which shows, the location(s) of all tents, food vendors, portable toilets, etc.

NOTE: Food Vendors are not allowed to park on public property and/or located within 150 feet of any restaurant. Unless approved and permitted.

NOTE: Use of any private property has to be approved by the property owner in writing and confirmed prior to event.

PORTABLE TOILETS:

The City of Jasper requires 1 portable toilet per every projected 50 people at the event. City of Jasper Special Events Coordinator will review all Special Event Permit Applications and Site Plan and may require additional units or periodic servicing. The portable toilets are at the applicant, event organizer and/or organizations expense. (These are Regular and Handicapped Units)

(See Accessibility Information Below)

ACCESSIBILITY:

Applicant/Event Organizer and/or Organization are responsible for accessibility for persons with disabilities during the event. Compliance with all applicable laws and regulation is the sole responsibility of the Applicant/Event Organizer and/or Organization. Issuance of a permit by the City shall not constitute an endorsement or adoption of applicants plan as to accessibility.

JASPER POLICE AND FIRE DEPARTMENT: EVENT TRAFFIC / CROWD CONTROL

Each Event/Activity application is sent to the JFD and JPD for approval. JFD and JPD will review event plan safety concerns and may require changes to plan or event.

INITIAL MEETING WITH EVENT COORDINATOR

1. **EVENT APPLICANT:** Provide the name, address, and contact number, City, State and Zip Code of the individual or organization that will be responsible for holding the event.
2. **EVENT DESCRIPTION:** Description of your event details and any items or requests of the City that you may have.
3. **EVENT LOCATION:** Identify the specific location where the event will take place. **PLEASE NOTE:** Run/Walk, Parades events that utilize City streets require approval of route. You may submit a map of the route that is requested; however, all or any portion of said map may be altered or denied.
4. **DATE(S) & TIME(S):** Specify the date(s) and time(s) that the event will be held.
 - All Applications will be processed on a first-in-time basis. In the event of a scheduling conflict involving more than one group seeking an event during the same time and location, the earliest completed application will be given schedule priority.
5. **SET UP AND TAKE DOWN TIME(S):** Specify date and time the set-up will begin, Specify date and time you expect the takedown to be completed.

NOTE: Use of ANY private property has to be approved by the property owner and Confirmed in writing prior to event.

6. **SIZE OF EVENT:** Provide estimate of number of people who will attend your event. The estimate of crowd size may affect other aspects of permit process, such as the use of certain locations due to occupancy loads, the need for additional restrooms, police or fire assistance.
7. **EVENT CONTACT PERSON(S):** Name, good contact number(s), e-mail of person(s) who can be contacted about the event and are easily accessible.
8. **TYPE(S) OF ACTIVITIES/VENUE:** Describe the types of activities at the event. Certain activities and venues may require additional permits, licenses, liability and/or City permission/approval.
9. **NON-FOOD VENDORS:** Include a list of the names, addresses and phone numbers of all vendors, concessionaries/games/rides (of any type), so that the City can determine the appropriate permit(s) or license(s).
10. **FOOD VENDORS:** List each food vendor that will be participating in your event along with their business name, owner name, phone number, their menu, copies of any license and permits, ServSafe and/or certificates they have. Event organizer and/or organization will be responsible to obtain a Temporary Food Exemption Permit or any other paperwork required for the event per the Walker County Public Health Department.

PARADE, WALKS, RUNS

- The parade should begin in a timely manner. Information should be readily available to all participants as to the time(s) and location(s) they should meet to line up for the parade and start time.

PARADES SHOULD NOT EXCEED 100 TOTAL ENTRIES

Please provide the following on your route request:

- A. Start & finish locations
- B. Water station(s) / How many and location of each
- C. Location where your responsible volunteers will be stationed at during the event
- D. Any items listed on the above list that apply

- No one is allowed to get on or off a float or entry
- Entries should keep **TWO** car lengths between them and maintain speed of no more than 15mph
- **THROWING OF CANDY OR HANDOUTS:** To avoid the risk of possibly of injury, the throwing of candy or any item(s) from a vehicle is strictly prohibited. No silly string or water guns allowed. Any items you wish to distribute to the crowd **MUST** be handed out from someone walking alongside your entry.
- **ALL** drivers must have a valid driver's license
- Organizations or groups with children must have a minimum of one (1) adult per every six (6) children and provide responsible supervision at all times.
- **NO** skate-boarding, roller-blading or scooters riding in the parade entry will be allowed.
- Helmets are required for **ALL** riders of bicycles and motorcycles regardless of age.

GUIDELINES IF ANIMALS ARE A PART OF YOUR PARADE

ALL ANIMAL ENTRIES MUST BE APPROVED BY JPD AND SPECIAL EVENTS COORDINATOR PRIOR TO THE PARADE. IF NO APPROVAL IS EXPRESSIVELY GIVEN, THEY WILL NOT BE ALLOWED.

IF ANIMALS ARE APPROVED AS ENTRIES IN THE PARADE THE ORGANIZER AND/OR OWNERS OF THE ANIMAL(S) ARE RESPONSIBLE FOR THE EXCRETMENT REMOVAL **IMMEDIATELY** BEHIND THE ANIMALS.

ALL ANIMALS MUST BE CONTROLLED BY MEANS OF A HARNESS, HALTER OR LEASH IF NOT OTHERWISE CONTAINED.

ANIMALS MAY NOT BE CRUELLY EXPLOITTED, ENDANGERED OR ABUSED IN THE PROCESS OF THE PARADE AT ANY TIME.

