



Special Event Permit Application Information

Thank you for contacting the City of Tuscaloosa. We look forward to helping you plan your next event that utilizes City property. The information below outlines the special event process. Please email [**events@tuscaloosa.com**](mailto:events@tuscaloosa.com) for more information.

Anyone who plans to host a special event on any streets, sidewalks, parkways, highways, roads, rights-of-way, medians, and all spaces dedicated to public use must file a special event permit application. A special event permit may be filed beginning twelve (12) months prior to the date of the proposed event but not later than seven (7) days prior to the date of the event. The director may shorten the application period to less than seven (7) days for "spontaneous events" or for other good cause shown. For events that require an alcoholic beverage license for the sale, furnishing, or consumption of alcoholic beverages on public property, application shall be filed a minimum of sixty (60) days prior to the proposed event.

For all ordinances related to special event permits, please visit https://library.municode.com/al/tuscaloosa/codes/code_of_ordinances and refer to section 18-23 and 21-27.

Special event applications and requests for space rental will be evaluated in the order they are received. Special event applications must be filled out completely. A non-refundable \$25 permit processing fee must accompany all permit applications in order to start the review process. Submitting a completed application does not guarantee event approval or that the requested event space is available. Permits must include a detailed map and any City resources requested. City resources may require additional costs. You will be notified of your event *approval/denial* via email or phone call.

City of Tuscaloosa Special Event Permit Application

Special Events
2710 Jack Warner Parkway, Tuscaloosa, AL 35401
events@tuscaloosa.com | (205) 248-5282

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Please complete all data as required.

NAME OF ORGANIZATION: _____

APPLICANT NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP _____

DAYTIME PHONE: _____ EVENING PHONE: _____ FAX: _____

E-MAIL: _____ WEB SITE: _____

MAIN CONTACT **ON SITE** DAY OF EVENT: _____ CELL: _____

Any change in the above information, please notify Special Events immediately.

SPECIAL EVENT INFORMATION

Complete all fields as required for an event of any size.

Type of Event: RACE* RALLY PARADE WEDDING FAIR CONCERT PICNIC

____ OTHER (SPECIFY): _____

**A race shall obtain a written waiver of liability, approved by Special Events, for each participant releasing the City, its officers, agents and employees, from liability arising out of said participation.*

EVENT TITLE:

EVENT DATE(s):

ESTIMATED ATTENDANCE:

REQUESTED PUBLIC PROPERTY:

ACTUAL HOURS OF EVENT: _____ AM PM to _____ AM PM

SET UP TIMES: _____ AM PM to _____ AM PM

TAKE DOWN TIMES: _____ AM PM to _____ AM PM

DESCRIPTION OF EVENT SET UP:

Please attach additional sheets as necessary, including plans, drawings, maps, etc.

PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT

YES NO

- FOOD CONCESSION AND/OR FOOD PREPARATION AREA(S)
- DO YOU INTEND TO COOK FOOD IN THE EVENT AREA?
Specify Method: GAS ELECTRIC CHARCOAL OTHER
- TRAFFIC CONTROL DEVICES
- ALCOHOL SALES/SERVICE
- SECURITY
- FIRST AID FACILITY(IES) AND AMBULANCE(S)
- WILL YOU SET UP TABLE(S) AND/OR CHAIR(S) HOW MANY?:
- FENCING, BARRIER(S) AND/OR BARRICADE(S)
- DOES YOUR EVENT REQUIRE ELECTRICITY? SOURCE:
- BOOTH(S), EXHIBIT(S), DISPLAY(S) AND/OR ENCLOSURE(S)
- CANOPY(IES) AND/OR TENT(S). Please include dimensions:
- SCAFFOLDING, BLEACHER(S), PLATFORM(S), GRANDSTAND(S) OR RELATED STRUCTURE(S)
- VEHICLE(S) AND/OR TRAILER(S). HOW MANY? _____
- TRASH CONTAINER(S) AND/OR DUMPSTER(S)
- PORTABLE TOILET(S) If yes, please indicate company providing units: _____
- STAGE(S) Please include dimensions: _____
- ENTERTAINMENT Please describe: _____
- INFLATIBLE DEVICE(S), AMUSEMENT(S)
- BANNER(S)
- SPONSORSHIP/VENDING OR PROMOTIONAL ACTIVITY? Please describe: _____

SPECIAL EVENT PERMIT FEES

A damage deposit or a deposit for the cost of cleanup may be required for certain properties. A reservation/rental fee may be required for certain properties.

OTHER PERMITS/REQUIREMENTS

Please note all components of the event are subject to the Arts & Entertainment department approval and may require approval by and/or permits from other entities. Approval by Arts & Entertainment does not constitute permission from other agencies, departments or entities. It is the responsibility of the applicant to secure all necessary permits from all entities, including the adjacent property owner if activity is occurring on private property adjacent to the City controlled right of way. For the term of the permit, the permitted area is not considered to be a public way or public space for any franchise agreement granted by the City, and all franchisees of the City must comply with all applicable ordinances related to the operation of their franchise.

INSURANCE REQUIREMENTS

1. All for profit events or events in excess of 500 persons participating shall require insurance as follows: A minimum of One Million Dollars (\$1,000,000) of General Liability insurance providing coverage for all activity authorized by the permit, listing the City of Tuscaloosa, its officers, agents, and employees as additional insureds thereon and furnishing to the City of Tuscaloosa proof of Insurance to such effect, and to immediately notify the City of Tuscaloosa of any changes in, modifications to or cancellation of said policies.
2. All permits that require an alcoholic beverage license shall include the following insurance at all times applicable to the permit to be carried by either the permittee or alcohol vendor: A minimum of One Million Dollars (\$1,000,000) of both Dram Shop(Liquor Liability) insurance and General Liability insurance providing coverage for all activity authorized by the permit, listing the City of Tuscaloosa, its officers, agents, and employees as additional insureds thereon and furnishing to the City of Tuscaloosa Proof of Insurance to such effect, and to immediately notify the City of Tuscaloosa of any changes in, modifications to or cancellation of said policies.

NAME OF APPLICANT: _____
(print)

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

<input type="checkbox"/> APPROVED	NOTES: _____
<input type="checkbox"/> DENIED	SIGNED: _____

Release and Indemnity Agreement

In consideration of being granted this permit, the undersigned voluntarily assumes all risks attendant with the activity as enumerated above, and does hereby agree to release, indemnify and hold harmless, the City of Tuscaloosa, a Municipal Corporation and its officers, agents or employees from any and all civil liability, whatsoever, which directly or indirectly arise out of or in any manner grow out of the permitted activity.

The undersigned expressly warrants that this Release and Indemnity Agreement is to be binding upon his/her executors, successors, administrators, and assigns.

It is further warranted by the undersigned that no promise or inducement has been offered, except as herein set forth, and that the undersigned is of legal age, legally competent to execute this Release and agrees to all the terms of this Release and Indemnity Agreement, making all warranties herein set forth and accepting full responsibility therefor, and this Release is a full and final release of all claims known and unknown, anticipated and unanticipated.

THE UNDERSIGNED has read this Release and Indemnity Agreement, fully understands the same and is legally authorized to execute.

WITNESS my hand and seal, this the _____ day of _____, 20__.

Witness

Undersigned / Permittee

