



# CITY OF PRATTVILLE

## SPECIAL EVENT PERMIT | APPLICATION

### APPLICANT INFORMATION

Name of Responsible Party: \_\_\_\_\_  
Organization: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Event Time: \_\_\_\_\_ to \_\_\_\_\_ Setup/Break Down Time: \_\_\_\_\_ to \_\_\_\_\_  
The Maximum Number of Participants is Expected to be: \_\_\_\_\_

### EVENT ROUTE REQUESTED | STREETS TO BE BLOCKED | SPECIAL HAZARDS

Description: \_\_\_\_\_  
See Attached Map ☐

### PURPOSE OF THE EVENT

Parade ☐ Block the Street ☐ Run ☐ Use of Tent over 400 sq ft ☐ Recreational / Bonfire ☐ Other ☐

Description: \_\_\_\_\_

### ACKNOWLEDGEMENT

Application must be submitted a minimum of 45 days prior to the proposed event. There is a \$25.00 application fee that must be paid at the time the application is submitted. Any application submitted after the 45 day period is subject to an additional fee of \$10.00. In addition, due to Police Department work force, any event requiring the assistance of the Police Department will require an additional charge at a rate of \$30.00 per hour, per officer, and is due no later than 5 days after the event. Payment should be made in the Finance Department located at 101 West Main Street Prattville, AL 36067.

Any liability incurred arising out of either property damage or injury to person(s) as a result of this event will be incurred by the Permit holder and not by the Prattville Police Department or the City of Prattville, nor any of their agents or employees.

Permit holder shall be responsible for removing all debris and litter caused by any activity pursuant to the issue of this permit and if Permit holder fails to do so, the City of Prattville shall have the right to remove such debris and litter and Permit holder agrees to and shall fully reimburse the City for the cost of cleanup. Furthermore, Permit holder accepts responsibility for any costs incurred by the repair or replacement of any City property damaged in connection with the issuance of this permit.

By signing below you are acknowledging that you have read and understand the terms and conditions of this application and agree to make any payment as required above in the listed manner.

Signature of Responsible Party \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_

Printed or Typed Name \_\_\_\_\_

Printed or Typed Name \_\_\_\_\_

Date of Application \_\_\_\_\_

Date of Application \_\_\_\_\_

### SIGNATURES

The Requested Application is Herby: ☐ **Approved** ☐ **Denied**

Chief of Police: \_\_\_\_\_ Fire Code Official: \_\_\_\_\_ Mayor: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR INTERNAL USE ONLY

Application Fee Paid ☐ Date: \_\_\_\_\_

Number of Officers Required \_\_\_\_\_ Fee Paid for Use of Police Officers ☐ Date: \_\_\_\_\_