

## INSTRUCTIONS FOR PARADE PERMIT APPLICATIONS

### RUNS

**DEFINITION:** Any foot race, walk bicycle race organized to follow a predetermined course.

**FILING DATE:** Minimum of thirty (30) days prior to the run.

**FEE:** For any run of one mile or less, a fee of \$150.00 shall be paid by the person applying for the permit at the time of the filing of the application. For runs over one mile in length, the fee is \$25.00 and the person or organization applying for the permit shall provide policing for the event at their expense. Permit fees are non-refundable after the permit is issued. The plan for policing the event shall be submitted to the Traffic Engineer at least ten (10) working days in advance of the date of the run evidencing approval by the Police Chief prior to the permit being granted. Contact the Police Planner in the Deputy Chief Patrol's Office (Police Department 1710 1<sup>st</sup> Avenue North) for assistance.

**WAIVER OF LIABILITY:**

A. The person organizing or holding a run shall obtain a written waiver of liability from each participant releasing the City of Birmingham, its agents, servants and employees from any liability arising out of said participation. This release may be contained in a general release on the application form for the run.

B. The person organizing or holding a special event or run shall, prior to the date of the scheduled event, provide to the City a "Hold Harmless Agreement"

**NOTE:**

Check with the Traffic Engineering Department before paying the fee to insure that the requested location, date, and time is available. Permits can not be issued if they conflict with other events (see City Code Section 12-5-25).

A check for the appropriate fee should be made payable to the "City of Birmingham". After completing the application, pay the fee to the Cashier on the 1<sup>st</sup> Floor of City Hall. Bring the receipt to the Traffic Engineering Department (9<sup>th</sup> Floor) so the receipt number can be included on the application and permit.

If approved, a copy of the permit will be mailed to you prior to the event.

Be sure of your route at the time you submit the application. After the permit is issued, the route cannot be altered except for extenuating circumstances.

Routes will generally not be approved in the Downtown area to go the "wrong way" on a one-way street. This can be hazardous to the Police Officers escorting the special event and others taking part in the special event.

The Police Department may alter the route somewhat at the time of the run should there be a street conflict such as road construction.

The applicant / organizer of the run should have a sufficient number of volunteers to have one at each turn along the route.

If your event will include amplified sound, a Noise Permit may be required in addition to this Special Event –Run Permit.

**Gregory L. Dawkins, Acting City Traffic Engineer**  
**City of Birmingham**  
**900 City Hall**  
**Birmingham, Alabama 35203**

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

**Receipt No.:** \_\_\_\_\_

**REQUEST FOR PARADE PERMIT**

**Organization Name:** \_\_\_\_\_

**Person in Charge of Parade:** \_\_\_\_\_

**Day / Date of Parade:** \_\_\_\_\_ **Start Time of Parade:** \_\_\_\_\_

**Estimated Number of: Pedestrians**\_\_\_\_ **Runners**\_\_\_\_ **Bands**\_\_\_\_ **Cars**\_\_\_\_

**Buses, floats or other types of vehicles**\_\_\_\_ **Animals**\_\_\_\_

**For Running events, indicate length of run:** \_\_\_\_\_

**Starting Point:** \_\_\_\_\_

**Route:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disband Point:** \_\_\_\_\_

**Purpose of Parade:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**BIRMINGHAM POLICE DEPARTMENT PARADE/RUN AGREEMENT**

**PLEASE PRINT**

- A. **Name of person requesting permit:** \_\_\_\_\_  
**Will this person be on site?** \_\_\_\_\_ **If not, who is the designated person to be in charge and responsible?** \_\_\_\_\_
  
- B. **Type of Event (Please Circle All that Apply)**  
**5K Run      Fun Run      10K Run      Parade      Walk      Other** \_\_\_\_\_
  
- C. **Name of Event:** \_\_\_\_\_
  
- D. **Starting time of event:** \_\_\_\_\_
  
- E. **If the event is a run, will there be a Fun Run?** \_\_\_\_\_  
**If Yes, what is the proposed starting time for the Fun Run?** \_\_\_\_\_
  
- F. **Will there be wheelchairs participating in the event?** \_\_\_\_\_  
**If Yes, how many?** \_\_\_\_\_ **Starting time for wheelchairs:** \_\_\_\_\_
  
- G. **Will there be rollerbladers participating in the event?** \_\_\_\_\_  
**If Yes, how many?** \_\_\_\_\_ **Starting time for rollerbladers:** \_\_\_\_\_
  
- H. **If this event is a run, the permit applicant should have a sufficient number of volunteers to have one at each turn.**

**I understand and agree to strictly abide by the approved times and conditions of the permit and accompanying documents. I will cooperate with all requests made of me by the Police Department. I understand that failing to abide by the permit and accompanying documents may result in the Senior Police Department Representative present, voiding the permit.**

**Signature:** \_\_\_\_\_

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

Release to Comply with GCC S 12-5-27 (a)

STATE OF ALABAMA )

JEFFERSON COUNTY )

**RELEASE**

For the sole consideration of being allowed to participate in the \_\_\_\_\_  
(Name of Event)

In Birmingham, Alabama, the undersigned hereby release the City of Birmingham, its agents, servants and employees from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, and particularly on account of all injuries, known and unknown, both to person and property, which may result or may in the future develop from the \_\_\_\_\_ on or about the \_\_\_\_\_ at or near Birmingham, Alabama.  
(Name of Event) (Date of Event)

The undersigned hereby declares that the terms of this settlement have been completely read and are fully understood and voluntarily accepted for purpose of making a full and final compromise, adjustment and settlement of any and all claims, disputed or otherwise, on account of the injuries and damages above mentioned, and for the express purpose of precluding forever any further or additional claims arising out of the aforesaid event.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Guardian

Witness: \_\_\_\_\_

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

NOTE: If participants are unknown at the time of filing the permit application, please sign below:

Before being allowed to participate in the \_\_\_\_\_, each  
(Name of Event)

Participant will be required to sign the above or a similar statement of release for the City of Birmingham prior to allowing them to participate.

\_\_\_\_\_  
Sponsoring Organization

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



**BIRMINGHAM FIRE AND RESCUE SERVICE DEPARTMENT**

**SPECIAL EVENT EMS PLAN**

- I. Type of Event:** \_\_\_\_\_
  
- II. Location of Event:** \_\_\_\_\_
  - A. Anticipated Attendance:** \_\_\_\_\_
  - B. Length of Event:** \_\_\_\_\_
  - C. Date(s) of Event:** \_\_\_\_\_
  
- III. Sponsoring Agency:** \_\_\_\_\_
  - A. Address:** \_\_\_\_\_
  - B. Telephone Contact:** \_\_\_\_\_
  
- IV. Medical Direction Provided By:** \_\_\_\_\_
  
- V. Emergency Medical Personnel:** (Attach additional sheet to list names and qualifications of personnel) \_\_\_\_\_
  
- VI. Plot Plan:** Attachment with description of facilities.
  
- VII. Deployment Map:** Attachment with description of area of involvement.
  
- VIII. Describe Emergency Communications System:** \_\_\_\_\_
  
- IX. Method of Announcing Notification for Location of Emergency:** \_\_\_\_\_