

INSTRUCTIONS FOR PARADE PERMIT APPLICATIONS

SPECIAL EVENTS (STREETS / SIDEWALKS)

DEFINITION: Any parade, festival, display or other event, other than a demonstration or run, held for the purpose of amusement, education or entertainment of the participants or the public to publicize or aid an organization or commemorate an event or occasion.

FILING DATE: Minimum of fifteen (15) working days prior to the event.

FEE: \$100.00 paid by the person applying for the permit at the time of the filing of the application.

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).

After completing the application, pay the fee to the Cashier on the 1st Floor of City Hall. Bring the receipt to the Traffic Engineering Department (9th 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.

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 requests that no candy or other favors be thrown from the vehicles in the parade. This can result in injuries from children scrambling for candy or falling under moving vehicles.

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

The permit will only be valid for the time and date specified on the permit. It will be necessary to contact the Traffic Engineering Department in the event that you plan to reschedule a demonstration due to rain. A new time and date will then be established. A “rain date” cannot be reserved in advance unless a separate application has been filed.

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.

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

**John A. Garrett, 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:** _____