



City of Orange Beach Special Event Permit Application

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Applicant and Sponsoring Organization Information

Name		
Street Address		
City, State, ZIP Code		
Phone Number		
Fax Number		
E-Mail Address		
Sponsoring Organization		
Type of Organization	<input type="radio"/> Private <input type="radio"/> Commercial <input type="radio"/> Non-profit – Attach 501(c) documentation	
Contact Person "on site" Day of Event		Cell Number:

Event Information

Event Title		
If this event has been held in Orange Beach before, list previous date(s)		
Event Date		
Event Location		
Event Hours	Start:	End:
Set-up	Date:	Time:
Break Down	Date:	Time:
Attendance	Staff:	Attendees:

Overall Event Description

Briefly explain event and activities:

Event Details

Does your event involve the sale of alcoholic beverages?

Yes

No

If yes, you will be required to obtain licensing from the ABC Board.

Does your event involve the sale of food?

Yes

No

If yes, you will need to contact the Alabama Department of Public Health.

Will admission fees be charged?

Yes

No

If yes, what are the fees?

Will sales revenue be generated at the event?

Yes

No

If portion/all of proceeds is going to another organization, please complete the following:

Name:

Organization:

Phone Number:

List any vendors, with contact phone number, your event will be subcontracting:

Will event have entertainment/music?

Yes

No

If, yes please describe (band, live music, DJ, MC, etc.):

Attach site map or drawing. On map, please indicate the following:

Proposed signs or banners

Parking

Entrances & Exits

Fencing / Barricades

Cook sites

Temporary structures (stages, tents, ticket booths, etc.)

Will Vendors be cooking or heating food?

Yes

No

If yes, list cooking devices and type(s) of fuel:

What is your plan for restroom accommodations?

What is your cleanup plan during and after the event?

Safety/Security

Please describe your safety plan, including parking, security needs, rain plan if outdoors:

You may be required to submit separate public assemblies permit with OBPD.

Promotion Information

Please describe marketing and promotional effort for the event (include event website and social networking sites if applicable):

Additional Information

A certificate of insurance will be provided to the City ten days prior to the beginning date of the event. Additional limits or coverage may be required. Certain exemptions may apply.

Prior to beginning of event, please submit list of exhibiting vendors with contact information.

Additional applications/licenses/permits may be required:

- Business License or Special Event Business License, 251-981-6096, bfetner@cityoforangebeach.com
- Public Assembly Permit, OBPD, 251-981-9777, www.obpd.org
- Special Retail Liquor License, ABC Board/Baldwin County, www.abc.alabama.gov
- Health Certificate, Alabama Department of Public Health/Baldwin County, 251-947-3618, www.adph.org

For street closings, please contact OBPD, 251-981-9777, and Alabama Department of Transportation.

Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)

Signature:

Date:

Office Use Only

Special Event Permit Number: **SP-**

Notes:

Submit your completed application packet to:

Angela Bateman

P.O. Box, Orange Beach, AL 36561

Phone: (251) 981-6629

Fax: (251) 981-6053

Email: abateman@cityoforangebeach.com