

# Special Event/Parade/Demonstration Permit Application

**Step 1:**

Complete first 2 pages and submit to Trussville Parks & Recreation Department located at the Trussville Civic Center for confirmation of the availability of the date and park/facility you wish to reserve.

**Trussville Civic Center**

5381 Trussville-Clay Road  
Trussville, AL 35173  
(205) 655-9486  
Fax (205) 508-5560

**Step 2:**

Once date and facility have been confirmed, leave completed forms with a representative of the Office of the City Clerk a minimum of 45 working days prior to event along with the non-refundable application fee of \$25.00.

**City of Trussville**

P.O. Box 159  
Trussville, AL 35173  
(205) 655-7478  
Fax (205) 655-7487

The Public Safety Committee of the City of Trussville is hereby requested to review this application for a parade permit as required by City of Trussville Ordinance No.93-7-PS for public parades or demonstrations of five (5) or more persons or vehicles.

Name of Person (s) or Organization	
Purpose of Event	
Date (s) of Event	
Event Times	
Estimated Number of Participants	
Estimated Number of Vehicles	
Desired Park, Facility or Route (Complete route must be attached)	
Responsible Person	
Email Address	
Phone	
Mailing Address	
Drivers License Number	

Date/Facility Approved by Trussville Parks & Recreation Department  
Approved by: \_\_\_\_\_ Date \_\_\_\_\_

## Event Information and Questionnaire

(Answering the questions below will help you determine what you need to do for your event.)

Type of Event	
Is this event sanctioned by the City of Trussville? (The City Council has already approved the event and has officially sanctioned it.)	
Have you obtained liability insurance for the event? Proof of liability insurance in the minimum amount of one million (\$1,000,000) dollars naming the "City of Trussville" as additional insured is required.	
Is this event open to the public?	
Will you be using microphones and sound amplification and/or live musical entertainment? If so, please describe your plan. The use of any extension cords from power boxes or the use of generators and power cords during events must be inspected and approved by the Building Inspections Department.	
Will there be fireworks at the event? Fireworks require the approval of both city and state officials.	
Do you plan to sell, distribute or give away merchandise? The sale of merchandise will require a business license and collection of applicable sales taxes.	
Will on-street parking be utilized? Cars may only be parked on one side of the street so that emergency vehicles can pass through if necessary.	
How many port-a-johns are you providing for your event? Where do you plan to place them?	
Have you made provisions for clean-up after the event? Failure to clean-up could result in fines and/or denial of future use of city facilities.	
Are you planning to erect any temporary structures such as stages, booths, tents, amusements, etc.? If yes, please describe. Tents with sides must be inspected by the Building Inspections Department.	

Cancellations may be made up to 30 days before the event. Permits may be denied or cancelled by the City of Trussville for any reason.

## Special Event/Parade/Demonstration Checklist

<p>Business License (if necessary) Schedule is at City Hall. (Cost is determined by the nature of event.)</p>	
<p>Public Works has been notified of the date, time, and location of the event.</p>	
<p>Proof of Liability Insurance (if needed) You are required to provide proof of insurance. Please submit a policy of \$300,000 liability if you are an individual. Leagues and/or businesses shall provide a certificate of insurance indicating comprehensive general liability coverage of not less than \$1,000,000 C.S.I. and naming the "City of Trussville" as additional insured. One day liability insurance policies are acceptable for single day events and should accompany your completed park usage agreement.</p>	
<p>Verification that EMT/Emergency Services have been arranged. The City of Trussville's mass gathering ordinance requires emergency medical personnel as outlined below:</p> <ul style="list-style-type: none"> <li>• Under 300 persons—No coverage required</li> <li>• 300-399 persons attending—1 EMT required at a rate of \$25.00 per hour</li> <li>• 400-499 persons attending—2 EMT's required at a rate of \$60.00 per hour</li> <li>• Over 500 persons attending—determined by plan submitted prior to the event.</li> </ul> <p><i>No outside emergency personnel will be allowed.</i> A signature of approval must be obtained from a Trussville Fire Department representative.</p>	
<p>Verification of provisions for traffic control, parking or police presence: Parking and traffic control issues must be discussed with the Trussville Police Department and approval of a plan must be obtained prior to the event. A charge will be incurred for runs, parades and other events as needed. The cost will depend on the number of officers needed. You will be notified of the total cost. A signature of approval from a representative of the Trussville Police Department must be acquired.</p>	
<p>All signage must be approved by the Building Inspections Department.</p>	

*Please note: No alcohol or smoking is allowed at any event authorized under this application.*

Approved by Trussville Public Safety Committee

Approved by: \_\_\_\_\_ Date \_\_\_\_\_