

Special Events Important Information

Contact Numbers:

Admin – Stacy Frazier 661-4046 sfrazier@trussville.org

Police – Chuck Bradford 661-4064 Cbradford@trussville.org

Fire – Tim Shotts 661-4031 TShotts@Trussvillefire.com

- A \$25 non-refundable deposit must accompany application.
- Proof of Liability Insurance required. \$300,000 for individual and \$1,000,000 for businesses/leagues. One-day policies are acceptable for single day events. Proof should be submitted 2 weeks prior to event.
- 5K Runs – Must choose from 3 certified routes that have been approved by Police Department. The number of officers needed will depend upon route chosen. Detailed route information is available upon request.
 - Route 1 – 8 officers, 2 EMT's
 - Route 2 – 10 officers, 2 EMT's
 - Route 3 – 9 officers, 2 EMT's

Non-City Sponsored events are billed at \$35/hour/officer, 3 hour minimum.
- Parade routes must be pre-approved by Police Department.
- Fireworks require approval of city and state officials.
- The sale of merchandise will require business license and applicable sales tax.
- Food vendors are required to have a permit and license by the City of Trussville. Current list available upon request.
- Temporary structures, signage and power must be inspected by the City of Trussville.