



ALL DOWNTOWN EVENT PLANNERS NEED TO BE AWARE OF THE FOLLOWING:

- Insurance making the City of Decatur a certificate holder in the amount of \$1,000,000.000; the following language is required:
The named insured must be “City of Decatur, Alabama, its officials, its employees, its servants, and its representatives.”
- Entrances to businesses should be kept clear and free of obstructions.
- All events must be on the Downtown Decatur Redevelopment Authority (DDRA) calendar.
- Nearby churches and businesses must be notified of the event as soon as the event is on the DDRA calendar.
- Plans must be provided for cleanup (for example: cups after races, candy or throws after parades, paper trash after block parties, etc.).
- Provisions may need to be made for electricity for events; availability is irregular in many areas.
- Emergency services must be provided for and accommodated, including clear accessibility to fire lanes and fire hydrants on closed streets.
- Any equipment needs?
- How can we help you?

ATHLETIC EVENT RACE

- Copy of a hold harmless form to be signed by participants in the race or athletic event. For the City's files, this should be one blank form, **not** copies of the forms completed by participants.
- Copy of course or game rules
- Copy of City of Decatur business license if items are to be sold
- Clean up plan
- Parade permit form; may be [downloaded from the Police Department web page](#) or a hard copy picked up from the Planning Department office.
- Please inform us if there will be music playing or a public address system will be involved so that we may determine if a sound ordinance variance will be needed.



BLOCK PARTY

- Copy of or description of games or activities (for example: disc golf, sidewalk art contest, etc.; this can and should be general in nature)
- Please inform us if there will be music playing or a public address system will be involved so that we may determine if a sound ordinance variance will be needed.
- A map of the general layout of the event
- A barricade permit usually is needed to close off a street. You may download a permit from the Police Department web page. Processing time for this permit is approximately 10 working days.
- What entertainment is planned?
- Will food or merchandise be available for sale? All vendors will need a City of Decatur business license.

PARADE

- Parade permit from the police department will be needed.
- Please inform us if there will be music playing or a public address system is involved so that we may determine if a sound ordinance variance will be needed.
- Provide copy of parade route and crowd control plans.
- Will other events be planned during the parade?
- Will food or merchandise be available for sale? All vendors will need a City of Decatur business license.

ALCOHOL

- Permission to have alcohol at an event is not guaranteed. The process to pursue a permit will take a minimum of three months. Please plan accordingly.
- ABC permits will be required.
- City of Decatur license or permit required.
- Arts and Entertainment District rules have been read and understood.



GRILLING OR COOKING DURING AN EVENT

- Grill must be 15 feet from any and all buildings.
- Five-foot perimeter must be maintained around grill.
- Grill must be of commercial nature, well maintained and properly secured.
- Grill must be approved by event coordinator.
- Health Department approval will be required (either full-service restaurant or Temporary Event exemption letter). Contact the Morgan County Health Department at 256-353-7021.
- A working and recently inspected fire extinguisher must be within two feet of the grill.
- No frying or grease-laden fumes will be permitted.