



## Downtown Public Space Usage Request Form

In order to schedule an event for the public spaces in the downtown Decatur area, you must request permission from the Public Space Usage committee and obtain all necessary permits, **INSURANCE**, and other requirements as dictated by the type of event.

1. The first step of the approval process for your organization is to contact the Downtown Decatur Redevelopment Authority (DDRA) to determine if the date of your event is available. Please contact the DDRA office at (256) 353.0075 with the name and proposed date of your event. That office will send a confirmation email to you. You will need the confirmation email before you may proceed to the next step.

2. This request form information is the second step of the approval process. Once you have received the above email confirmation of the event date, this form needs to be filled out and returned to the Public Space Usage committee. Contact Karen Smith at 256-341-4725 or [kjsmith@decatur-al.gov](mailto:kjsmith@decatur-al.gov) her office is in the City Hall Annex located at 308 Cain St. NE.

**Confirmed Event Date:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Sponsor (if applicable):** \_\_\_\_\_

**Requested Location:** \_\_\_\_\_

Please highlight the requested location(s) or route on the downtown map provided as a part of this form.

### Contact Information

The event coordinator is the person within your organization who will be responsible for making all applications to the City of Decatur and who will be responsible for the approval of all requests or changes made to the city. You must appoint one person for this position to work with the city.

**Contact Person / Event Coordinator:** \_\_\_\_\_

**Contact Person Phone:** \_\_\_\_\_

**Contact Person Mailing Address:** \_\_\_\_\_

**Contact Personal Email:** \_\_\_\_\_

**Contact Person Title:** \_\_\_\_\_

**Are you planning to sell or serve alcoholic beverages at your event?**       Yes       No

A Special Event Retail Liquor license must be obtained from the City of Decatur and the State of Alabama ABC board. This process will take 6-8 weeks to complete. It is the responsibility of the event coordinator to make these arrangements and to ensure the event follows all the A&E District rules.



**Description of event - please check all elements that apply:**

- Athletic Event/ Race
- Block Party (single block or multi-block such as Third Friday / Carnegie Carnival)
- Entertainment / Performers
- Demonstrations / Displays
- Parade
- Other
- Vendors *Please also check all the types of vendors that apply.*
  - Arts/Crafts
  - Apparel / Accessories
  - Commercially produced items (not handmade goods)
  - Food / Food Trucks
  - Furniture / Antiques
  - Other *please explain* \_\_\_\_\_

**Please provide a brief description of the proposed use of public space for your event:**

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**Please provide schedule information for your event, including the dates / times for set up and break down activities.** \_\_\_\_\_

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**What equipment will you be bringing to the location and what other items might be needed?**

*If you select any of these items, please list on the line to the right where you plan for them to be.*

- Portable toilets \_\_\_\_\_
- Waste Disposal \_\_\_\_\_
- Tents \_\_\_\_\_
- Stage \_\_\_\_\_
- Generator for power \_\_\_\_\_
- Emergency medical personnel \_\_\_\_\_

**What are your electrical requirements for the event?** \_\_\_\_\_

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**Will you need to have a street barricade for your event?**  Yes  No

**Please let us know any other things you may need or be planning to use.** \_\_\_\_\_

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This completed form must be returned to the Downtown Public Space Usage committee. The committee will then direct you, based on the type of event and other information provided here, as to which permits you and your participants must obtain, as well as the contact information for the responsible departments. The committee is available to answer questions about the approval process and permitting. Typically, the process takes 60 days from when you turn in this form. Permits should be in place at least 30 days prior to your event to allow city departments time to schedule personnel as needed.

*Note: Fireworks and pyrotechnics are not allowed in the City of Decatur unless properly permitted.*

