



CITY OF ORANGE BEACH

PARADE & SPECIAL EVENT PERMIT APPLICATION

| | | | |
|--|------------------------|--------------------------------------|---------------------------------------|
| Date of Application | Date of Event | Set up Date (if applicable) | Tear down Date (if applicable) |
| Sponsor/Responsible Party | | Mailing Address | |
| Applicant Name | | Mailing Address | |
| Cell phone # | | Email Address | |
| Contact Person "on-site" | | Cell phone # | |
| Title of Event | | Annual event previously held? | Type of Event? |
| Location of Event | | | |
| Event Hours | | Set up Hours | Break Down Hours |
| Expected Attendance numbers | Attendees? | Staff/volunteers? | |
| Briefly Explain Event and Activities, including music, Entertainment, clean up plan and security plan. | | | |
| This Box For Parades/Public Assembly Only... | Line Up Area | Route | |
| | Line up time | Parade/Assembly start time | Parade/Assembly end time |
| | Disbanding area | # of staff working parade | |
| Purpose of Parade/Assembly: <i>PLEASE NOTE: PARADE LINE UP DUE 5 DAYS PRIOR TO START OF PARADE....ALL DRIVERS WILL BE GIVEN A BREATHALYZER PRIOR TO START OF PARADE BY OBPD, INCLUDING DRIVERS OF MOTORCYCLES, GOLF CARTS, AND ALL MOTORIZED VEHICLES</i> <i>PLEASE NOTE: IF AN APPLICATION FOR AN ASSEMBLY, PLEASE INCLUDE A DESCRIPTION AS TO SIZE AND WORDING OF ALL SIGNS, PLACARDS, FLAGS OR CARDS TO BE CARRIED; AND THE NAMES AND WORDS OF ALL SONGS TO BE SUNG, CHANTS TO BE CHANTED AND CHEERS TO BE YELLED.</i> | | | |
| Signature of Applicant | | Date | 06052025 ahb |

THIS PAGE IS FOR ADDITIONAL INFORMATION



CITY OF ORANGE BEACH PARADE & SPECIAL EVENT PERMIT CHECKLIST

PLEASE READ AND INITIAL EACH SECTION

- ____1. If your event involves the sale of alcoholic beverages, you will be required to obtain licensing from the ABC Board. This process takes several weeks. Be prepared.
- ____2. If your event involves the sale of alcoholic beverages, you will be required to have security provided by the Orange Beach Police Department.
- ____3. If your event involves the sale of food, you will need to contact the Alabama Department of Public Health.
- ____4. If your event involves food vendors, you may be subject to inspection by the Orange Beach Fire Department. Please see additional requirements.
- ____5. If your event involves tents or other membrane structures, you may be subject to inspection by the Orange Beach Fire Department and/or the Code Enforcement Department. Please see additional requirements.
- ____4. If sales are generated, you will be responsible for paying municipal, county and state sales tax. Please contact the Orange Beach Finance Department for information.
- ____5. If your event involves multiple vendors, you can purchase a Special Event Business License that will cover the business license for all of the vendors for your event only. Please contact the Orange Beach Finance Department for information.
- ____6. If your plan includes amplified music, you must follow noise ordinance.
- ____7. If your event includes any kind of cooking or heating of food, you will need to notify Orange Beach Fire Department.
- ____8. If your event takes place on public property, you will be required to obtain liability insurance and name the City of Orange Beach as an additional insured.
- ____9. If after review, it is determined that your event will require City services such as Fire/EMT services, Police services, etc you will be charged for those services. Fee schedule is included. Please contact individual department for more information. If you choose to hire City services, the same pricing will apply.
- ____10. Any event may be terminated at any time up to and including the date of the permitted activity and including while the permitted activity is ongoing with or without notice if the Chief of Police or the Fire Chief determines that termination is in the interest of public health or safety, laws are being violated by participants, a breach of the peace is occurring or the sponsor has failed to comply with any standard or condition of the permit.



CITY OF ORANGE BEACH

PARADE & SPECIAL EVENT PERMIT ADDITIONAL INFO

PHONE NUMBERS & CONTACT INFO

General Information about City of Orange Beach Special Event Permitting

Angela Bateman, Event Operations Director, abateman@orangebeachal.gov, 251-981-6629

Orange Beach Police Department

Lt Rodney Kirchharr rkirchharr@orangebeachal.gov, 251-981-3582

Orange Beach Fire Department

Deputy Chief Bruce Nelson, bnelson@orangebeachal.gov, 251-981-6166

Orange Beach Finance Department Business License, Special Event Business License

Timeka Cunningham, tcunningham@orangebeachal.gov, 251-981-6096

Coastal Resources, information about Backcountry Trail and beaches

Savannah Rollins, srollins@orangebeachal.gov, 251-981-1063

Special Retail Liquor License, Alcohol Beverage Control Board/Baldwin County

(251) 947-2971 www.alabcboard.gov

Health Certificate/food vendors, Alabama Department of Public Health/Baldwin County

251-947-3618, www.adph.org



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FEES

Orange Beach Police Department Rates, 4 hour minimum:

| | |
|-------------------------------|--------------|
| Police Officer | \$45.00/hour |
| Corporal | \$48.00/hour |
| Sergeant | \$52.00/hour |
| Lieutenant | \$56.00/hour |
| Support Personnel | \$31.00/hour |
| Supervisory Support Personnel | \$41.00/hour |

Orange Beach Fire Department Rates:

Standby Services

| | |
|---|--------------|
| Supervisor (2 hour minimum) | \$65.00/hour |
| Fire/EMS staff (2 hour minimum) | \$50.00/hour |
| Transport Unit (2 hour minimum) | \$45.00/hour |
| Engine/Specialty Apparatus (2 hour minimum) | \$80.00/hour |
| Firework standby | \$160.00 |

Note: above standby services will be charged in hourly increments, any portion of an hour greater than 15 minutes will be charged as a full hour.

Orange Beach Public Works Department:

All personnel \$35.00/hour

Other Support Personnel:

All personnel \$20.00/hour

PLEASE NOTE THAT FEES MAY CHANGE. PLEASE SPEAK WITH INDIVIDUAL DEPARTMENT FOR PRICING.