



City of Orange Beach Special Event Permit Application

These buttons only work on Windows.

Applicant and Sponsoring Organization Information		
Name		
Street Address		
City, State, ZIP Code		
Phone Number		
Fax Number		
E-Mail Address		
Sponsoring Organization		
Type of Organization	Private	Commercial Non-profit – Attach 501(c) documentation
Contact Person "on site" Day of Event		Cell Number:
Event Information		
Event Title		
If this event has been held in Orange Beach before, list previous date(s)		
Event Date		
Event Location		
Event Hours	Start:	End:
Set-up	Date:	Time:
Break Down	Date:	Time:
Attendance	Staff:	Attendees:
Overall Event Description		
Briefly explain event and activities:		

Event Details		
Does your event involve the sale of alcoholic beverages? If yes, you will be required to obtain licensing from the ABC Board.	Yes	No
Does your event involve the sale of food? If yes, you will need to contact the Alabama Department of Public Health.	Yes	No
Will admission fees be charged? If yes, what are the fees?	Yes	No
Will sales revenue be generated at the event? If portion/all of proceeds is going to another organization, please complete the following: Name: _____ Organization: _____ Phone Number: _____	Yes	No
List any vendors, with contact phone number, your event will be subcontracting:		
Will event have entertainment/music? If, yes please describe (band, live music, DJ, MC, etc.):	Yes	No
Attach site map or drawing. On map, please indicate the following: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Proposed signs or banners</div> <div style="width: 45%;">Parking</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Entrances & Exits</div> <div style="width: 45%;">Fencing / Barricades</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Cook sites</div> <div style="width: 45%;">Temporary structures (stages, tents, ticket booths, etc.)</div> </div>		
Will Vendors be cooking or heating food? If yes, list cooking devices and type(s) of fuel:	Yes	No
What is your plan for restroom accommodations?		
What is your cleanup plan during and after the event?		
Safety/Security		
Please describe your safety plan, including parking, security needs, rain plan if outdoors:		
You may be required to submit separate public assemblies permit with OBPD.		

Promotion Information

Please describe marketing and promotional effort for the event (include event website and social networking sites if applicable):

Additional Information

A certificate of insurance will be provided to the City ten days prior to the beginning date of the event. Additional limits or coverage may be required. Certain exemptions may apply.

Prior to beginning of event, please submit list of exhibiting vendors with contact information.

Additional applications/licenses/permits may be required:

- Business License or Special Event Business License, 251-981-6096, bfetner@cityoforangebeach.com
- Public Assembly Permit, OBPD, 251-981-9777, www.obpd.org
- Special Retail Liquor License, ABC Board/Baldwin County, www.abc.alabama.gov
- Health Certificate, Alabama Department of Public Health/Baldwin County, 251-947-3618, www.adph.org

For street closings, please contact OBPD, 251-981-9777, and Alabama Department of Transportation.

Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)

Signature:

Date:

Office Use Only

Special Event Permit Number: **SP-**

Notes:

Submit your completed application packet to:

Angela Bateman

P.O. Box, Orange Beach, AL 36561

Phone: (251) 981-6629

Fax: (251) 981-6053

Email: abateman@cityoforangebeach.com