

# Foley



## Special Event Application

All outdoor events on public property that meet one or more of the following criteria must complete a Special Event Application.

- Multiple Vendors on One Property (Does not Apply to Mobile Food Vendors)
- Parade or Street Closures (a minimum of 60 days prior is required)
- Serving or Selling Alcohol on Public Property
- Activities on Park Property of more than 250 people

Additionally, any private, city-sponsored, outdoor event of more than 250 people requiring city resources also needs to complete a Special Event Application.

The City of Foley takes pride in the quality and safety of festivals, parades, and other special events that take place throughout the year. Please complete this application accurately and completely. Due to an overwhelming demand for rentals, events and the turnaround needed, City staff may be unavailable. For questions, please email [specialevents@cityoffoley.org](mailto:specialevents@cityoffoley.org)

Application for activities which will cause major impact on the use of a park or park facility may be reviewed by the City Council. The City Council may approve such an activity including closure/fencing of a park or park facility and the charging of admission for the activity.

In determining if the exclusive use of a park, park area, or facility should be approved, the following factors shall be considered by the City Council:

- The proposed event will not obstruct the operation of emergency vehicles or equipment in or through the permit area.
- The proposed event does not present a safety, noise or traffic hazard.
- The proposed event conforms to regulations regarding the use or allowable number of participants for the proposed venue, location or site.
- The proposed event does not violate any ordinances/laws of the City of Foley, State of Alabama, or the United States.
- The proposed event can be deemed beneficial to the public and the local business community.
- The proposed event does not create additional burden on the City of Foley, the local business community, or the citizens as a whole.

12/20/25

Event Date(s): Crosspoint Baptist Church Candlelight Worship Service

Added to Rec Calendar: 3/3/25

Added to Legistar: 3/3/25

Legistar File ID #: 25-0111

Agenda Date: 3/17/25

Event: ☐ Approved ☐ Disapproved

Park Rental Fee: \_\_\_\_\_

Damage Deposit: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

Total Amount Paid: \_\_\_\_\_

Payment Date: \_\_\_\_\_

Balance Due: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Internal Use

## Event Details

Event Title: Crosspoint Baptist Church Candlelight Service

Purpose:

☐ Athletic/Recreation

☐ Outdoor Market

☐ Parade\*

☒ Concert/Performance

☐ Festival/Fair

☒ Social

☐ Demonstration\*

☐ Road Closure\*

\*Additional paperwork is required to be submitted directly to Foley PD. Please See Appendix A

Provide a clear statement of the specific reason(s) you believe the event will significantly contribute to and benefit the City of Foley.

Allow for the free exercise of worship and honor our Lord Jesus Christ.

Provide a clear statement of the opportunity for City-wide citizen participation in the event.

The entire community is invited.

Are there any potential negative impacts to the local business community or surrounding areas?

No, It's a worship service.

The City reserves the right to request an Event Application Presentation to staff if they deem the event to have an impact on the surrounding community.

## Event Details Continued

Setup Date & Time: Saturday Dec 20, 2025 4:00 pm

Event Start Date: Dec 20, 2025

Event Start Time: 5:00 pm

Event End Date: Dec 20, 2025

Event End Time: 6:30 pm

Clean-up Date & Time: Dec 20, 2025 6:45-7:30 PM

*Outdoor entertainment may take place from 8 am – 10 pm, Sunday – Thursday and 8 am – 11 pm on Friday and Saturday.*

Main Contact Name: Pastor Josh Williams

Phone Number: 678-943-6851

Backup Phone Number: 251-567-0956

Email Address: pastorjoshofcrosspoint@gmail.com

Where will the event take place?

☐ Public Property

☒ Park Property

Estimated Attendance: 200

Estimated Attendance Previous Year: 80

Estimated Attendance During Peak: 200

Event Website/Facebook Page: \_\_\_\_\_

Event Promoter (if other): \_\_\_\_\_

Is this a repeat event for the City? Annually

Will the event include any of the following?

☐ Fireworks

☐ Mobile Food Vendors

☐ Generators

☐ Street Closure

☐ Live Entertainment

☐ Parade

☐ Tents

☐ Tents over 400 sq. ft.

☐ Alcohol

☒ Other Worship/Speaker

☐ Petting Zoo, Carnival, Circus, Inflatables (if yes additional insurance will be required)

☒ Open Flames of Any Type

# Required Documents

## Site Plan

- Provide a detailed plan on the location of the following:
  - Music, barricades, food truck and vendor layout
  - Number of toilets (how often are toilets serviced) and hand-washing sinks
  - Entries and exits, including emergency access if deemed necessary

## Utilities Plan

- Utilities including electrical requirements/generators and water supply.
- Obtaining complete electrical and water needs information from vendors, musicians, tent lighting, entertainers, exhibitors, is the responsibility of the event organizer.
- Event organizers will need to decide if the existing power facilities are suitable.
- The installation and distribution of all electrical power used to support the event shall be completed by a licensed electrician. In some cases, electrical distribution plans and load calculations prepared by a licensed electrician may be required.

## Security/Safety Plan

- Plan will be developed and approved in coordination with Foley PD/FD
- Please describe your security plan including crowd control, internal security, and venue safety.
- Foley PD officers are required when alcohol will be served at City facilities.

## Emergency Action Plan

- Please describe your basic emergency response plan including:
  - Identification of who will make key decisions such as canceling the event
  - Plans for communicating with event staff, volunteers, guests, vendor, on-site police/security, and first aid providers
  - Plan for safely managing site evacuation
  - Plan for injured participants or lost children
  - Plan for securing potentially dangerous items on the event site (tents, signage, propane tanks, and items that can be propelled by high winds)
  - Plans for inclement weather

## Medical Plan

- This will require a plan to be approved by Foley Fire Department.
- The event organizer shall be responsible for making adequate plans for medical coverage of performers, employees, participants, and attendees. Please describe your medical plan including your communications plan and the types of resources that will be at your event.
- Please identify any medical aid areas.

## Required Documents (continued)

### Waste Management Plan

- Consideration must be given at all times to how waste generated by event will be managed by Event Organizer. Depending on the details of your event, you may be required to develop a Waste Management Plan. Please note, if waste is left at City venues following an event the cost of removal and clean-up will be passed on to the Event Organizer.

### Noise Control Plan

- Please describe the sound equipment that you will use Soundboard, speakers, piano, guitar
- Will you be using amplification? ☒ Yes ☐ No
- What noise sources are anticipated from the event?
  - ☐ Pre-recorded
  - ☐ Live music/band
  - ☒ Acoustics
  - ☒ PA System
  - ☐ Other \_\_\_\_\_
- Please provide a list of performers, performance type, music genre, performance times and duration. The complete performance list is required 7 days prior to the event.

### Road Closures

- Parades and Road Closures must be approved by City of Foley PD. All events must give substantial notice (60 days) to minimize the risk to your event.

### Additional Service Providers

- Provide a complete list of all event service providers 7 days prior to event including EMS, Carnival Operators, Portable Toilets, Tables/Tents, Barricades/Traffic, etc. This must also include all food vendors so Foley FD can check for adherence to fire code.

### Marketing Materials

- Any signage must comply with the City's Temporary Advertising Signs Policy. Signage must be robust and of good quality. Additional signage may require a permit,
  - Do you wish to erect signage or banners within the City to promote your event?  
☒ Yes ☐ No
  - Type of signage or banners: 3x6 banners around perimeter of park  
and on church property.

## Required Documents Continued

### Certificates of Insurance

- Any amusements rides or inflatables required additional insurance with the City listed as an additional insured. In addition to completing the application form and paying permit and rental fees (when applicable), the applicant is required to submit an original certificate of insurance showing Commercial General Liability coverage with a minimum of \$1,000,000 combined single limit per occurrence. If any alcohol will be served, liquor liability coverage must be obtained and is subject to Alabama's statutory limits. If the applicant has employees, workers' compensation insurance must be obtained and is subject to Alabama's statutory limits. The applicant also agrees to endorse the City of Foley (City of Foley, Alabama, Attn: Special Events Division, P.O. Box 1750, Foley, AL 36535) as an additional insured on the general liability, auto, and liquor liability policy and to include a copy of each endorsement with the certificate of insurance. Proof of insurance, acceptable to the City, shall be furnished no later than five (5) days preceding the date of the assembly. Failure to provide proof of insurance will automatically revoke permit. Each certificate of insurance shall provide that the insurer must give the City of Foley at least twenty-one (21) days' prior written notice of cancellation and termination of the applicant's coverage there under.

Events run for profit and commercial purposes will be subject to an application fee. Please contact the City of Foley for current fees and charges. Processing Fee TBD due 21 days prior. Applications will not be accepted less than 21 days before an Event Date. All vendors participating in events must have a business license or special event license.

Fire Department Representative: \_\_\_\_\_

Police Department Representative: \_\_\_\_\_

Public Works Department Representative: \_\_\_\_\_

Leisure Services Department Representative: \_\_\_\_\_

Department	Estimated Cost
Fire Department	
Police Department	
Public Works	
Leisure Services	
<b>TOTAL</b>	

City Council Approval Date: \_\_\_\_\_

## Self-Certification Form

I/We, Crosspoint Baptist Church, as the event organizer seeking approval to host an event within the City of Foley, acknowledge that the information submitted in this application is true and correct.

I/We accept full responsibility for any damages incurred to City of Foley premises including irrigation lines, electrical lines, water mains, electricity, toilets, pavilion, and other permanent structures as a result of our activities during the specified contract period.

I/We indemnify the City of Foley against any action, suit or proceeding caused by my failure to observe all statutory and or other requirements or as a result of my negligence or willful actions.

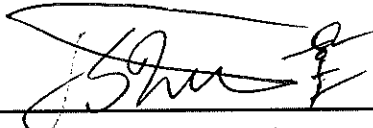
I/We will ensure the appropriate liability and other insurances are in place for the activities to be conducted.

I/We understand that I am responsible for obtaining approval from all applicable agencies.

I/We will keep a copy of the completed form on-site during the event to present upon request to any police officer prior to or during the event.

I/We will provide a post event letter to the Mayor and Council to identify the contributions made to the local community.

Signature: \_\_\_\_\_



Date: 1-13-2025

Print Name: \_\_\_\_\_

Josh Williams



## Additional Application for Parade/Demonstration/Road Closure

TO: Foley Police Department  
200 East Section St  
Foley, AL 36535

**Instructions:** This application shall be filed not less than ten (10) days before the date on which it is proposed to conduct the parade/demonstration/road closure.

What are you applying for?

☐ Parade ☐ Demonstration ☐ Road Closure

Name of Sponsoring Organization: \_\_\_\_\_

Applicant: \_\_\_\_\_

Event Manager/Person in Charge: \_\_\_\_\_  
(If there is a different person in charge of activities at different locations, each person must be listed.)

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of Application for Permit: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Date of Activity (Month/Day/Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Starting Time: \_\_\_\_\_ a.m. ☐ p.m. ☐ Disbanding Time: \_\_\_\_\_ a.m. ☐ p.m. ☐

List any Special Equipment (hand carried, shown, displayed, props, stages, sound equipment, and other structures) that will be used in assembly or rally areas  
(If insufficient space, list on separate sheet) \_\_\_\_\_

Parade/Demonstration Route/Assembly area (If insufficient space, list on separate sheet) \_\_\_\_\_

Please list street closures and why they are necessary (If insufficient space, list on separate sheet) \_\_\_\_\_

## Additional Application for Parade/Demonstration/Road Closure (continued)

Number & Type of Vehicles: \_\_\_\_\_

Number & Type of Animals: \_\_\_\_\_

Number & Type of Bands: \_\_\_\_\_

Number & Type of Banners: \_\_\_\_\_

Number & Type of Signs: \_\_\_\_\_

Number & Type of Special Props: \_\_\_\_\_

Number of Parade Marshals: \_\_\_\_\_

Speed (if applicable) units at which the Parade/Demonstration is to move:

Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

### **APPLICATION/PERMIT NOT VALID UNLESS SIGNED**

Signature of person filing application/permit: \_\_\_\_\_

Printed name of person filing: \_\_\_\_\_

### **Contact Information**

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

No person or entity shall engage in, participate in, aid, form, join, incite, continue, organize, or start any Parade/Demonstration/Road Closure unless a Parade/Demonstration/Road Closure Permit has first been obtained from the Police Chief. The Police Chief, if he deems necessary, may require the applicant to designate a certain number of additional people who, along with the Event manager, shall be responsible for conducting the Parade/Demonstration/Road Closure in an orderly manner in compliance with the Parade/Demonstration/Road Closure Permit and other laws and regulations.

### ***For Internal Use Only***

Date Submitted: \_\_\_\_\_ Application Approved ☐ Application Denied ☐

Leisure Services Signature: \_\_\_\_\_

Police Chief's Signature (if needed): \_\_\_\_\_

Fire Chief's Signature (if needed): \_\_\_\_\_

# Crosspoint Baptist Church - Candlelight Service Plans

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Event: Christmas Candlelight Service

Location: Heritage Park, 125 E. Laurel Avenue, Foley, AL

Date: December 21, 2024

Time: 5:00 PM to 6:30 PM

Organizer: Crosspoint Baptist Church of Foley, AL

Pastor: Josh Williams

Point of Contact: Adam Yates (254)-987-1898

## Site Plan

The event will take place at Heritage Park in Foley, AL. The service area will include the park's pavilion where the PA system, speakers, microphone, piano, and acoustic guitar will be set up. Attendees will gather in front of the pavilion with the lighting of candles taking place during the service. There will be a designated entry and exit point marked for safety and emergency access. No food vendors or barricades will be used during this event. Portable restrooms will not be provided as the service duration is only 90 minutes, and the park's existing restroom facilities will suffice.

## Utilities Plan

Electricity for the PA system, soundboard, and any lighting will be sourced from the existing power outlets at the park's pavilion. If additional power is needed, a small generator may be used. We do not anticipate needing water utilities, and all equipment will be inspected for safe setup by the church's technical team.

## Security/Safety Plan

A church volunteer team will be present for the event. Each member will have their phone for communication, and they will patrol the area to ensure safety. No radios or other advanced communication tools will be used. The main focus will be crowd control and ensuring no disruptions occur. The designated entry and exit points will allow for proper crowd flow and emergency access if needed. The Foley Police Department will not be needed since no alcohol will be served.



### **Emergency Action Plan**

The pastor and church leadership will make key decisions regarding any event cancellation or major emergencies. In the event of inclement weather, the event will be canceled via guide attendees safely to the exits in case of an emergency. The church's volunteer team will handle any minor safety incidents, including lost children or injuries, while coordinating with emergency responders if needed.

### **Medical Plan**

Although we do not have medical personnel on-site, the church volunteer team is equipped with basic first aid supplies. In case of a medical emergency, local emergency services will be contacted immediately via phone. The Foley Fire Department will be notified in advance about the event, and nearby hospitals will be used for any serious medical issues. Attendees will be directed to the church volunteer team if they require assistance during the event.

### **Waste Management Plan:**

Attendees may be offered hot chocolate and cookies and will use provided trash cans for any waste, including the candles. If attendees fail to utilize trash cans, church members will pick up trash in the area around the pavilion.

### **Noise Control Plan:**

The sound equipment used for this event will include speakers, a microphone, an acoustic guitar, and a keyboard. The sound will be amplified using the PA system, but the event will remain within the permitted noise levels. While there will be singing, no live bands or additional noise sources will be present other than pre-recorded music for transitions and noise levels will not be excessive.

