



February 24, 2025

City of Foley
Mayor & Council
P.O. Box 1750
Foley, AL 36536

Dear Mayor and Council,

The South Baldwin Chamber of Commerce will be hosting the the 21st Annual Gulf Coast Hot Air Balloon Festival at OWA (Foley Holdings LLC), located at 1501 South OWA Blvd., Foley, Alabama 36535. The three day event is planned for Thursday, May 1, Friday, May 2, and Saturday, May 3, 2025. Setup will begin on Friday, April 25, 2025.

We would like to make the specific requests below for City services as it relates to Public Works.

1. During normal business hours:
 - a. Street department to pickup and return barricades from the Cities of Daphne, Fairhope and Orange Beach if needed.
 - b. Placing barricades in festival footprint before the event and remove barricades after the event. Including N. OWA Blvd for bus lane and along County Road 20.
 - c. To pick up and maintain digital message boards the week of and during the event.
 - d. Assist in hanging banners in the festival field on poles.
 - e. Place directional road signs, shuttle parking banners and event advertisement signs prior to the event.
2. Below requests could require overtime hours:
 - a. Sanitation onsite during the event to include 2 trucks and 13 personnel on Thursday, May 1 and Friday, May 2 from 3:00 pm – 11:00 pm, and Saturday, May 4 from 9:00 am – 11:00 pm. Duties would include placing trash cans throughout the field and regular emptying of trash cans during event hours. A barricaded access road will be available for ease of access to remove trash.
 - b. Move barricades as needed during the event to safely maintain any unsafe areas in the parking fields.
3. Use of City Property:
 - a. To host pilot check in at the Foley Event Center on Thursday, May 1 from 2:00 – 4:00 pm and on Friday, May 2 from 2:00 – 3:00 pm.
 - b. Allow pilot, volunteer and guest parking at the Foley Event Center and Foley Soccer Fields during the event.
 - c. Use of 3 row bleachers for Disc-Connected K9 Dog Show.



Additionally, the South Baldwin Chamber requests the assistance from the Foley Police and Foley Fire departments through their usual duties of the event.

Lastly, we request the permission to sell and serve beer within designated areas on OWA's property on May 1, 2, & 3, 2025.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Rachel Spear".

Rachel Spear
Events Director