

File ID# 26-0324
Added Agenda 6/9/26
6/15/26
Calendar 6/9/26
Heritage Park

Event Details

Event Title: Walk This Way 5K and After Party

Purpose:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Outdoor Market |
| <input type="checkbox"/> Parade* | <input checked="" type="checkbox"/> Concert/Performance |
| <input type="checkbox"/> Festival/Fair | <input checked="" type="checkbox"/> Social |
| <input type="checkbox"/> Demonstration* | <input checked="" type="checkbox"/> 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.

The Walk This Way 5K is a fun new community focused event to raise funds for the South Baldwin Chamber Foundation, while inviting people to enjoy the outdoors and the beautiful Wilbourne Antique Rose Trail.

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

The event will provide an opportunity for anyone over 18 to network with one another and volunteer their time.

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

Not that we can foresee at this time.

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.

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

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.

Event Details Continued

Setup Date & Time: Saturday, September 12, 2026, 10AM - 3:00PM

Event Start Date: 9/12/26 Event Start Time: 5:00 pm

Event End Date: 9/12/26 Event End Time: 10:00 pm

Clean-up Date & Time: Saturday, September 12, 10 pm - 12 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: Rachel Spear

Phone Number: 251-233-9470 Backup Phone Number: 251-943-5550

Email Address: rachel@southbaldwinchamber.com

Where will the event take place?

Public Property

Park Property

Estimated Attendance: 150

Estimated Attendance Previous Year: 0

Estimated Attendance During Peak: 150

Event Website/Facebook Page: https://www.facebook.com/events/19701065772678/

Event Promoter (if other): _____

Is this a repeat event for the City? We hope for it to be

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 _____

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 PA System from band

- 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 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: Banners around Heritage Park two weeks
prior to event

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	
TOTAL	

City Council Approval Date: _____

Self-Certification Form

I/We, Rachel Spear, 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: Rachel Spear

Date: 5/26/26

Print Name: Rachel Spear

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: South Baldwin Chamber Foundation

Applicant: Rachel Spear

Event Manager/Person in Charge: _____

(If there is a different person in charge of activities at different locations, each person must be listed.)

Address: 200 N Alston St. Foley, AL 36535

Day Phone: 251.943.5550 Evening Phone: _____

Cell Phone: 251.233.9470 Fax: _____

Email: rachel@southbaldwinchamber.com

Purpose of Application for Permit: Road Closure

Estimated Number of Participants: 150

Date of Activity (Month/Day/Year) From: 09/12/26 To: 09/12/26

Starting Time: 3:00 a.m. p.m. Disbanding Time: 10:00 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) 10x10 pop up tents, band and their equipment.
porta potties.

Parade/Demonstration Route/Assembly area (If insufficient space, list on separate sheet) Listed in detail on attachments

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: 0

Number & Type of Animals: 0

Number & Type of Bands: 0

Number & Type of Banners: 0

Number & Type of Signs: 15-10, 24x18 directional yard signs for runners.

Number & Type of Special Props: 0

Number of Parade Marshals: 0

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: Rachel Spear

Printed name of person filing: Rachel Spear

Contact Information

Address: 200 N Alston St. Foley, AL 36535

Day Phone: 251.943.5550 Evening Phone: _____

Cell Phone: 251.233.9470 Fax: _____

Email: rachel@southbaldwinchamber.com

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): _____

Event Proposal & Required Documentation

Event: Walk This Way – An ‘80s Tribute 5K & After-Party – Saturday, September 12

Host Organization: South Baldwin Chamber Foundation (SBCF)

Location: Heritage Park & Surrounding Routes, City of Foley (COF)

1. Event Overview & Route

The **Walk This Way – An ‘80s Tribute 5K** is scheduled to begin at **5:00 PM** on Violet Ave (directly behind Heritage Park).

- **Route Summary:** The race will utilize city sidewalks and the Rose Trail (detailed route map attached).
- **Post-Race Festivities:** Following the 5K, an after-party featuring live music and food trucks will take place inside Heritage Park. This is designated as a Bring Your Own Beverage (BYOB) event.

2. Requested Road Closures

To ensure runner safety, the SBCF requests the following temporary road closures and traffic support from the City of Foley:

Full Logistics Closure (3:00 PM – 10:30 PM)

- **Violet Ave:** Between Hwy 59 and Chicago St.

Rolling/Partial Closures (4:35 PM until runners clear the course)

- **Chicago Street**
- **Violet Ave:** From Chicago St. to Poplar St.
- **Poplar St. to East Berry Ave:** (Partial closure / traffic support)
- **East Berry Ave.** (Partial closure / traffic support)
- **North Juniper between E Berry and E Section** (Partial closure / traffic support)
- **East Section** (Partial closure / traffic support)
- **All intersections as needed along the rose trail**

3. Site Plan (Heritage Park)

The layout will mimic the previously approved Foley Witches Ride layout (attached).

- **Entertainment:** The featured band (**Disco Kiss**) will utilize the Heritage Park Gazebo for their performance.
- **Guest Amenities:** Attendees are permitted to bring lawn chairs and personal beverages (BYOB).
- **Food Vendors:** Food trucks will be stationed on the west side of the park.
- **Access Control:** The main entrance and exit for the after-party will be located on the east side of the gazebo along Violet Ave.
- **Sanitation Facilities:** * Three (3) standard portable restrooms
 - Two (2) ADA-compliant accessible restrooms
 - Two (2) four-sided handwashing stations

4. Utilities Plan

- **Existing Infrastructure:** Current city utilities and water infrastructure on-site at Heritage Park will sufficiently facilitate all event needs. No additional temporary utility drops are requested.

5. Security & Safety Plan

- **Law Enforcement Presence:** Because this is a BYOB event, Foley Police Department officers will be requested/contracted to be on-site for the duration of the after-party to ensure public safety and compliance.

6. Emergency Action Plan (EAP)

Cancellation & Evacuation Authority

The **Walk This Way – An '80s Tribute 5K** is a rain-or-shine event. In the event of severe weather or unforeseen hazards, the SBCF holds sole authority to cancel or postpone the event, determined in close consultation with the City of Foley Public Safety Director.

If an emergency occurs during event hours, **Travis Valentine (CEO)** will make official announcements from the main stage regarding evacuation routes or shelter-in-place protocols.

Public Notification Responsibilities

Should an emergency broadcast or media update be required, the following leadership roles will handle communications:

- **Kylee Raulerson (Executive Director):** Media, Social Media, and direct liaison to Police/Security/Emergency Personnel.
- **Rachel Spear (Event Director):** Direct liaison to Police/Security/Emergency Personnel.

Incident & Injury Procedures

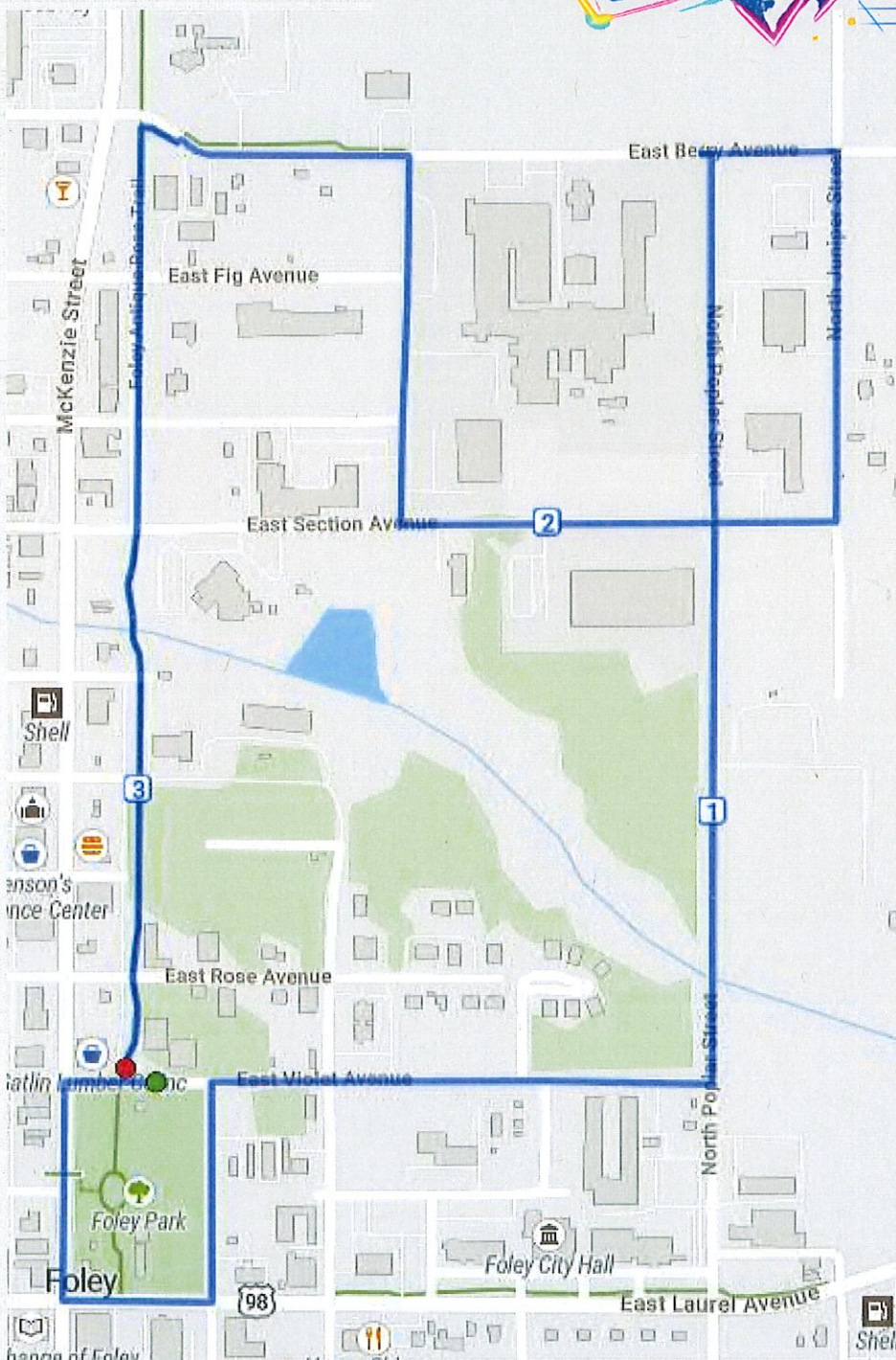
- **Reporting:** All injuries will be reported immediately to event staff via an internal communications application.
- **First Responders:** Event staff will instantly notify on-site Foley Police Department personnel and report to the scene. Medical assistance will be summoned as required.
- **Documentation:** Event staff will complete an official incident report form for any medical situation.
- **First Aid Station:** General first aid supplies (bandages, etc.) will be accessible at the South Baldwin Chamber Office, located adjacent to the venue site.

7. Waste Management Plan

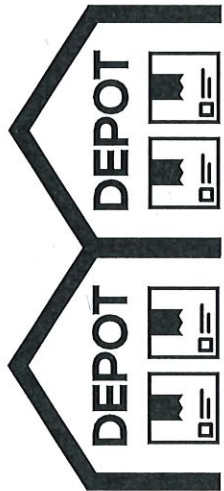
- **City Assistance Request:** The SBCF respectfully requests that the City of Foley provide waste receptacles throughout the event footprint and manage post-event trash removal.
- **Maintenance:** Provided an adequate number of trash cans are deployed initially, no active maintenance or emptying should be required during the event hours.

Saturday, September 12

DOWNTOWN FOLEY



The course begins and ends on Violet Ave behind the Heritage Park Gazebo, utilizing city sidewalks and the Rose Trail.



Saturday, September 12
DOWNTOWN FOLEY

