



# 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.

## Event Details

Event Title: VBS IN THE PARK

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.

THIS EVENT IS A FREE FAMILY FRIENDLY EVENT THAT WILL PROVIDE A SAFE AND FUN EVENT FOR FAMILIES WITH YOUNGER ABED CHILDREN,

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

PEOPLE IN THE COMMUNITY WILL BE INVITED TO ATTEND ON SOCIAL MEDIA, WEBSITE, WORD-OF-MOUTH, FLYERS, EMAIL CONTACT LISTS, FOR FAMILIES,

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

NONE

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 JULY 13, 2024 + July 14th *Heritage Park*

Event Start Date: 07/13/2024 Event Start Time: 10 AM

Event End Date: 07/14/2024 Event End Time: 12 PM

Clean-up Date & Time: 07/03/2024

SET-UP  
AND TEAR  
DOWN  
PERFORMED  
EACH  
DAY  
SATURDAY AND  
SUNDAY AFTER  
NOON

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

Main Contact Name: DOUG WAUS

Phone Number: 229-326-0188 Backup Phone Number: 251-862-6959

Email Address: thewellfoley@gmail.com

Where will the event take place?

Public Property

Park Property

Estimated Attendance: 50-75-100

Estimated Attendance Previous Year: N/A FIRST ONE FOR NEW CHURCH

Estimated Attendance During Peak: 75-100

Event Website/Facebook Page: www.thewellfoley.com

Event Promoter (if other): DOUG WAUS

Is this a repeat event for the City? No

Will the event include any of the following?

Fireworks No

Mobile Food Vendors No

Generators

Street Closure No

Live Entertainment No

Parade No

Tents 10x10 TENTS

Tents over 400 sq. ft. No

Alcohol No

Other \_\_\_\_\_

Petting Zoo, Carnival, Circus, Inflatables (if yes additional insurance will be required) No

Open Flames of Any Type No

## 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 \_\_\_\_\_  
PORTABLE PA / LARGE SCREEN TV'S / WIRELESS SPEAKING MICS
- 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 N/A

- 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 N/A

- 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

## 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, Dough/aus / THE WAL CHURCH, INC., 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: 05/14/2024

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

Dough/aus

# 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) N/A

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

Please list street closures and why they are necessary (If insufficient space, list on separate sheet) N/A



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

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): \_\_\_\_\_





**Monday May 21, 2024**

**Event Date: 07/13/2024 – 07/14/2024**

**Event Site: Melvin Roberts Park**

**Event Details: See Attached Application**

**To Whom It May Concern,**

The Well is a new church here in the Foley Area. We currently have our weekly worship gatherings at the OWA Theatre each Sunday at 10am. We are inquiring about utilizing a portion of Melvin Roberts Park to host a two day VBS. The VBS will be for families with kids ages 3-5<sup>th</sup> grades. We will have free activities for families and kids to enjoy and participate in. This will be a two hour event, one hour for set-up, and one hour for tear down. We will set-up each day and tear down each day leaving no evidence that we were even there.

**Our Contact Information:**

**Lead Pastor:** Doug Walls  
**Church Office:** 251.862.6959  
**Church Address:** PO Box 1282; Foley, AL 36536  
**Website:** [www.thewellfoley.com](http://www.thewellfoley.com)  
**Facebook:** The Well Community  
**Instagram:** thewellfoley

**The rest of this document contains the required documents for events.**

**Site Plan:**

- We will set up tents 7-10 that will act as station events and activities
- No Food Trucks, No Vendors, and No Barricades Needed
- Signs clearly marking the Tents with a focal Tent for music and beginning gathering location
- The toilets and sinks at the Pavilion in the park is sufficient for the amount of people expected in attendance
- Music will be set-up under a tent utilizing speakers and small sound board The music will just be loud enough for us at the park and during daylight hours.

**Utilities Plan:**

- Water supply is sufficient that is currently present at the Park
- Electrical supply is sufficient that is currently present at the Park. If we are not allowed to plug-in to the existing electrical supply, we will provide a generator for the sound system only.



### **Security/ Safety Plan:**

- Signs clearly marking direction for each station, sign-in and check-in station for parents, and clearly marking the event and area we will be utilizing
- Event Participants will have a wristband showing they are part of the event
- Parents will be encouraged to stay with their children through the event
- Tents will be secured to the ground via ground stakes
- We will have a Medical Aid Station on-site. There will be a Medical Physician on-site along with other people that have served as nurses and other roles in the medical field
- Trained volunteers will escort participants from station-to-station with parents present

### **Emergency Action Plan:**

- There will be on-site medical care with basic first-aid and CPR capabilities
- Several phones to call 911 should the need arise
- Doug Walls, the Lead Pastor will be the one making key decisions such as canceling the event
- Plans for communication with event staff, volunteers, guests, and first-aid providers
  1. If emergency medical staff is needed and called they will be directed to the Medical Aid Station or other area of the event as appropriate
  2. If site evacuation is necessary we will communicate directly to the parents and to have them leave the area in an organized area
  3. If there are injured participants or lost children parents will be notified immediately along with the notification of the Foley Police Dept. Parents will be asked to stay with their children throughout the event.
  4. Signage and Tents and all other loose equipment will be secured to prevent them being propelled through the air.
  5. No propane tanks will be utilized in the event
  6. If there is inclement weather we will postpone to another date

### **Medical Plan:**

- There will be on-site medical care with basic first-aid and CPR capabilities
- There will be an on-site Medical Aid Station clearly marked with signage and participants notified, upon parent and child check-in, where to locate the Medical Aid Station

### **Waste Management Plan:**

- We will have trash bags and other containers to place all waste from the event in.
- Those working the event will also be trained to be aware of trash and to make sure the area of each station and other areas utilized will remain as we have found them (clean)
- We will have a clean-up crew to go back after everything has been removed to assure that all trash has been cleaned and removed from the site

### **Noise Control Plan:**

- We will only utilize a small PA System used for music to songs. The music will be pre-recorded and played intermittently throughout the event.
- We will use portable mic amplifiers for speaking
- Our noise will be mainly just for the park area to hear

### **Road Closures:**

- No Road Closures necessary



**Additional Service Providers:**

- Not at this time

**Marketing Materials:**

- Banners made of High Quality posted on-site and other areas where we have established permission
- Email Distribution List
- Social Media Platforms
- Text Messaging Distribution List
- Mailers through the USPS
- Foley Local Magazine

We appreciate the opportunity to provide a free safe and fun event for families in our area. If you have any additional questions please feel free to contact us. Looking forward to speaking with someone soon.

Sincerely,



Doug Walls  
Lead Pastor  
The Well

