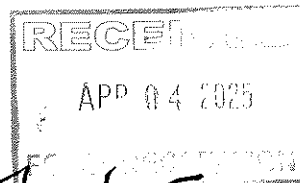


American Legion Post 99



Event Date(s): Memorial Day Ceremony 5/26/25  
Max Griffin Park.

Added to Rec Calendar: 4/9/25

Added to Legistar: 4/9/25

Legistar File ID #: 26-0178

Agenda Date: April 21, 2025

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: Memorial Day Ceremony

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.

Memorial for all fallen Veterans

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

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

NO

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: \_\_\_\_\_  
Event Start Date: 5/26/2025 Event Start Time: 9:30 AM  
Event End Date: 5/26/2025 Event End Time: 12:00  
Clean-up Date & Time: 5/26/25

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

Main Contact Name: Van Hubbard  
Phone Number: 251-979-0338 Backup Phone Number: 251-716-0124 *Pauline madden*  
Email Address: vanhubbard67@gmail.com

Where will the event take place?

☐ Public Property

☒ Park Property

Estimated Attendance: Unknown open to public

Estimated Attendance Previous Year: \_\_\_\_\_

Estimated Attendance During Peak: \_\_\_\_\_

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

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

Is this a repeat event for the City? yes

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

*\*Need stage and sound system*

## 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 Sound System w/ speakers for the Commander
- 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 PD 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: \_\_\_\_\_

## Self-Certification Form

I/We, American Legion Post 99, 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: Pauline Macklen

Print Name: Pauline Macklen

Date: 4/03/25