

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

Event Title: 20th Annual Gulf Coast Hot Air Balloon Festival

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.

The GCHABF welcomes around 50,000 visitors during the 3 day event. With an estimated 70% of attendees traveling from outside of the local area. The amount of dollars that these attendees spend greatly impacts local businesses and to the City through lodging, gas, and sales tax.

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

The event is open and free to the public providing a unique experience to local residents of all walks of life. Additionally, the event takes around 250-300 volunteers and provides an opportunity for people to be more involved in the execution of the event. Many local businesses use this as an opportunity to promote their own business through volunteering and setting up a booth space.

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

Traffic delays can occur during peak hours.

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: Monday, April 29 - Thursday, May 2 - 8:00 am - 5:00 pm daily

Event Start Date: May 2 Event Start Time: 4:00 pm

Event End Date: May 4 Event End Time: 10:00 pm

Clean-up Date & Time: Sunday, May 5 - Tuesday, May 7 - 8:00 am - 5:00 pm daily

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: 50,000

Estimated Attendance Previous Year: 50,000

Estimated Attendance During Peak: 10,000

Event Website/Facebook Page: gulfcoastballoonfestival.com / @GulfCoastHotAirBalloon

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

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 Sound equipment is provided by Sound Associates.
- 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: Direction street signs directing traffic to event and any banners within the festival site.

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: Cheif Joey Darby

Police Department Representative: Tommie Perdue

Public Works Department Representative: David Thompson

Leisure Services Department Representative: David Thompson

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: 
Print Name: Rachel Spear

Date: 3/21/2024

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 of Commerce

Applicant: Rachel Spear

Event Manager/Person in Charge: Rachel Spear

(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: 50,000

Date of Activity (Month/Day/Year) From: 5/2/2024 To: 5/4/2024

Starting Time: 4:00 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) _____

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) Map attached

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: 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@soutbaldwinchamber.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): _____

20th Annual Gulf Coast Hot Air Balloon Festival

Required Documentation for COF

Site Plan

- Layout attached
- 28 regular restrooms, 5 handicap, 2 restroom trailers, 10 - 4 sided hand washing station and 10 hand sani-station with servicing daily (Thursday, Friday and Saturday).
- The event is open to the public with no defined entrance/exit

Utilities Plan

- Current utilities and water will facilitate event needs. A few Chamber/Tribal run areas will require a generator.

Security/Safety Plan

- Emergency operations plan is attached.
- Overnight security will be provided Wednesday, Thursday and Friday

Emergency Action Plan

- Emergency operations plan is attached.
- Lost Child Procedure: Reporting person (child or adult) will be instructed to stay in place with the volunteer who took the report. Volunteer will contact Event Staff with information on the missing child. Event staff notified will immediately contact onsite Foley PD and message all committee members through communications app. Announcements will then be made from the stage for identification of lost child. Once located, the parent/child will be reunited at the original location of the report.
- Injured Participants Procedure: All injuries will be reported to event staff through communications app. Event staff will immediately notify onsite PD/Fire or Medstar and report to the incident scene. Medical assistance will be summoned as needed and an incident report form will be filled out by event staff. General first aid needs, such as bandages can be located at the Merchandise/Information Booth and the VIP tent.

- All tents shall be weighted. Any tent 20x20 or larger must be secured by driving stakes in the ground, or using water filled barrel drums if unable to stake in the ground. Signage should be secured to barricade/tent in multiply locations to withstand winds.
- The GCHABF is a rain or shine event. In the event of sever weather, the SBCC has the sole responsibility to cancel or postpone the event. All decisions will be made in conjunction with a City of Foley Public Safety Officer and OWA.

Medical Plan

- SBCC will provide Medstar standby services during the event.

Waste Management Plan

- Waste Management for the GCHABF is requested to be provided by the City of Foley for the Festival field only. All trash within OWA downtown areas and paved parking is the responsibility of OWA.
- SBCC will provide two dumpsters onsite for use of the food vendors.

Additional Service Providers

- Medstar
- Easy-Haul
- The Dumpster Guy
- Alabama Propane Exchange
- Tidewater Security
- Port City Rentals

2024 Balloon Festival Food Vendors

Grandma's Kettle Corn & Shaved Ice	Keith Steiner	2512332328	keithstein2@yahoo.com	Loxley, AL
Poppy's Lemonshakers	Donna Robinson	25666135966	poppyslemonshakers@gmail.com	Gadsden, AL
Holy Grounds Coffee & Candle Co.	Brayden Wiggins	2517762233	hgcoffeecandleco@gmail.com	Stapleton, AL
Pap's Lemonade	Randy Colson	20549966114	randycolson@yahoo.com	Butler, AL
Arepas Truck	Susan Cardona	2515809268	Arepalatinfood@gmail.com	Spanish Fort, AL
Wild Bills Ole Fashioned Soda	Rolin Rayne	6155227364	rolin@wildbillssoda.com	Gulf Shores, AL
Paw Paw's Corn and More	Henry Gavin	2518473324	fuxxcuzz50@yahoo.com	Tibbie, AL
Waffle Bar & Bakery	Ashley Delaney	2518028789	wafflebarbakery@gmail.com	Loxley, AL
Jessica Achorn Concessions	Jessica Achorn	8503772930	glenda20zobel@yahoo.com	Pensacola, FL
Boundary Line Bison Meat & Products	Mischa Sharpe	2298867576	boundarylinebison@gmail.com	Piedmont, AL
Efe's Greek Kitchen	Bilen Sevgi	2564529555	efesfinefoods@aol.com	Gulf Shores, AL
Copeland's Ice Cream	Robert Copeland	2516056114	runningrobert@bellsouth.net	Irvington, AL
Kona Ice	Cherri Pacatte	251583089	konalife@kona-ice.com	Orange Beach, AL
Soul Bowlz	Taylor Hubbard	2512335132	soulbowlzfoley@yahoo.com	Foley, AL
Connie's Snack Shack	Connie Thompson	2514908125	bamatrue@gmail.com	Semmes, AL

GULF COAST HOT AIR
BALLOON FESTIVAL
 FOLEY, ALABAMA

MAY 4-6, 2023

FESTIVAL LEGEND

- RESTROOMS
- GUEST SERVICES
- SMOKING AREA
- PET AREA
- ATM
- LOCKERS
- MOTHERS ROOM
- AUTOMATED EXTERNAL DEFIBRILLATOR
- BAR
- FOOD TRUCK
- SOFT DRINKS & WATER
- FIRST AID
- KIDS ACTIVITIES
- FOOD

TRAFFIC LEGEND

- ENTER THIS WAY
- EXIT THIS WAY
- ROAD CLOSED TO THRU TRAFFIC
- PEDESTRIAN WALKING PATH

DIRECTIONS

DRIVING DIRECTIONS FROM 1-65 SOUTH

1. Take Exit 34 - HWY 59 South to North Foley
2. Continue southbound on the Foley Beach Express
3. OWA is located at the northwest corner of the Foley Beach Express and County Road 20

DRIVING DIRECTIONS FROM 1-10 SOUTH

1. Take Exit 49 - Baldwin Beach Express southbound
2. OWA is located at the northwest corner of the Foley Beach Express and County Road 20



Event Brief V3
 Draft date: March 20, 2024
 Event name: Gulf Coast Hot Air Balloon Festival
 Event date: May 2-4, 2024
 Event times: Varies by day
 Tropic Falls hours: Varies by day
 Event Coordinator: Natalie Reid
 Phone Number: 251-979-9607

Concept

The South Baldwin Chamber of Commerce and OWA Parks & Resort's collaboration for an age-inclusive, free-entry hot air balloon festival which showcases local vendors, entertainment, and hot air balloons.

Promotion/Hook

Primary audience: Locals and tourists of every age; hot air balloon enthusiasts.

Primary promotion: Free festival grounds that will have vendors, entertainment, games, and hot air balloons.

Agenda

Thursday, May 2nd

Event	Time	Location	Details
Info Booths	4:00pm-8:00pm	Native Treasures alcove, Splashpad	OWA team members will be stationed in Downtown to answer guest questions and provide swag.
Arts & Crafts Vendors	4:00pm-8:00pm	Downtown	Local arts & crafts vendors will be peddling their wares to festivalgoers in Downtown OWA.
VIP Dinner	4:00pm-8:00pm	VIP Tent in Festival Grounds	Catered by Chick n Sea.
Kids Activities	4:00pm-8:00pm	1. Downtown fountain 2. Tropic Falls entrance flowerbed	1. Hot Air Balloon Suncatcher Wind Chimes 2. DIY Balloon Stress Ball
Caricature Artist	4:00pm-8:00pm	Across from Waffles R Wild	Free for guests to enjoy.
Live Music by This Side of 49	4:30pm-6:00pm	Island Stage	From coastal Alabama, twin brothers Josh and Jarred blend their roots of gospel, oldies, island radio, folk, bluegrass, and country to create a harmonious sound.
Lawn Games	4:30pm-8:00pm	Island	Guests will be able to play lawn games including: cornhole, connect 4, giant checkers, and ladder ball.
Disc-Connected K9s	5:00pm-5:35pm, 7:00pm-7:35pm	Festival Grounds	During these 35-minute shows, guests will be able to witness trained K9s perform choreographed and freestyle moves and tricks synchronized to music!
Live Music by Tri-City Saviors	6:00pm-8:00pm	Island Stage	Energetic party rock band from Florence, Muscle Shoals, and Tuscumbia, AL.
Hot Air Balloon Glow	7:30pm	Festival grounds	Guests will be able to watch how a balloon is inflated before it gets off the ground. *Weather and wind permitting. *

Friday, May 3rd

Event	Time	Location	Details
Meet & Greet Tent	11:00am-2:00pm	Festival Grounds	Alabama Gulf Coast Zoo
Disc-Connected K9s	11:30am-12:05pm, 3:00pm-3:35pm, 6:30pm-7:05pm	Festival Grounds	During these 35-minute shows, guests will be able to witness trained K9s perform choreographed and freestyle moves and tricks synchronized to music!
Arts & Crafts Vendors	12:00pm-8:00pm	Downtown	Local arts & crafts vendors will be peddling their wares to festivalgoers in Downtown OWA.
Interactive Hot Air Balloon Display	2:00pm-4:00pm	Festival Grounds	Weather permitting.
Balloon Artist	2:00pm-6:00pm	Across from Waffles R Wild	Free for guests to enjoy.
Info Booths	2:00pm-8:00pm	Native Treasures alcove, Splashpad	OWA team members will be stationed in Downtown to answer guest questions and provide swag.
Lawn Games	2:00pm-8:00pm	Island	Guests will be able to play lawn games including: cornhole, connect 4, giant checkers, and ladder ball.
Meet & Greet Tent	2:30pm-4:30pm	Festival Grounds	Hot Air Balloon Pilots
VIP Dinner	4:00pm-8:00pm	VIP Tent in Festival Grounds	Catered by Chick n Sea.
Kids Activities	4:00pm-8:00pm	1. Downtown fountain 2. Tropic Falls entrance flowerbed	1. Hot Air Balloon Suncatcher Wind Chimes 2. DIY Balloon Stress Ball
Live Music by Funky Lampshades	3:00pm-5:00pm	Island Stage	From Gulf Shores, AL, this band channels spirits of funk, soul, R&B, jazz, and psychedelic music into modern terms with sly interpretation.
Live Music by Eric Michael Taylor	5:00pm-7:00pm	Island Stage	Steeped in country and rock roots, this artist from the Tennessee and Alabama state line is all about having a good time!
Live Music by Southbound 75	7:00pm-9:30pm	Island Stage	Like the modern country band "Old Dominion," but with louder guitars.

Saturday, May 4th

Event	Time	Location	Details
Meet & Greet Tent	11:00am-2:00pm	Festival Grounds	Alabama Gulf Coast Zoo
Disc-Connected K9s	11:30am-12:05pm, 3:00pm-3:35pm, 6:30pm-7:05pm	Festival Grounds	During these 35-minute shows, guests will be able to witness trained K9s perform choreographed and freestyle moves and tricks synchronized to music!
Arts & Crafts Vendors	12:00pm-8:00pm	Downtown	Local arts & crafts vendors will be peddling their wares to festivalgoers in Downtown OWA.
OWA Theater Showcase	1:00pm-5:00pm	OWA Theater	Various artist showcases throughout time frame. Free to the public.
Info Booths	1:00pm-8:00pm	Native Treasures alcove, Splashpad	OWA team members will be stationed in Downtown to answer

			guest questions and provide swag.
Lawn Games	1:00pm-8:00pm	Island	Guests will be able to play lawn games including: cornhole, connect 4, giant checkers, and ladder ball.
Pow Wow Club Dance Performance	2:00pm-2:30pm	Island Stage	Poarch Band of Creek Indians Pow Wow Club will be sharing a cultural singing and dancing performance with guests.
Interactive Hot Air Balloon Display	2:00pm-4:00pm	Festival Grounds	Weather permitting.
Meet & Greet Tent	2:30pm-4:30pm	Festival Grounds	Hot Air Balloon Pilots
VIP Dinner	4:00pm-8:00pm	VIP Tent in Festival Grounds	Catered by Chick n Sea.
Kids Activities	4:00pm-8:00pm	1. Downtown fountain 2. Tropic Falls entrance flowerbed	1. Hot Air Balloon Suncatcher Wind Chimes 2. DIY Balloon Stress Ball
Live Music by Ryan Dyer	3:00pm-5:00pm	Island Stage	Singer songwriter country musician from Mobile, AL.
Glitter Tattoos	4:00pm-8:00pm	Across from Waffles R Wild	Free for guests to enjoy.
Live Music by Hannah Anders	5:00pm-7:00pm	Island Stage	Country music's sweetheart-rocker.
Live Music by Drive!Drive!	7:00pm-9:30pm	Island Stage	Craving to create something new and powerful. Not only with music but with a brand and aesthetic that would catch everyone's attention.
Hot Air Balloon Glow and Tether Rides	7:30pm-9:00pm	Festival grounds	Balloons ascend while tethered to the ground. Available for individuals with tickets. *Weather and wind permitting. *

Cost

- Free for guests to attend.
- \$150 booth fee for vendors in Downtown (covers all 3 festival days).
- Option to purchase merchandise from vendors.

Location

- Festival grounds
- Island
- Downtown OWA

Guest Services

- Be familiar with schedule of events and events locations.

Facilities Maintenance (Park Services)

- Provide extra trash cans and trash pulls on Island.
- Ensure the Island stage area is clean.
- Assist with placing barricades and signage around property and parking lots.
- Rope and stake grassy area between North OWA Blvd and McDonald's.
- Fill, treat, and dye water in retention pond near hotel by 5/1.
- Install power panels throughout festival grounds for Chamber needs.
- Mow grass in festival grounds **TBD**
- Ensure ant beds in festival grounds have been treated.

Aquatics Maintenance

- N/A

Food & Beverage

- Provide catering on 5/3 and 5/4 for emergency personnel inside 200-B.

Park/ Ride Operations

- N/A

Public Safety

- Coordinate with police and fire as needed.
- Coordinate with MedStar.
- Ensure Public Safety officers are on property for entire duration of event.
- Assist with placing barricades and signage around property and parking lots.

Retail

- N/A

Games

- N/A

Warehouse

- N/A

Ride Maintenance

- N/A

Group Sales

- N/A

IT

- Coordinate load in and load out of live entertainment.
- Coordinate with SAI for production needs.
- Book emcee for event through SAI.
- Assist SAI with placing speaker stacks in festival grounds on South OWA Blvd side.
- Provide secure Wi-Fi networks for vendors, Chamber, and emergency personnel.

Finance

- Check request as needed.
- Assist with PO requests.

Marketing

- Advertise on internal and external channels.
- Design and order signage for event.
- Coordinate placement of ATMs in Downtown.
- Create and distribute reserved parking lot passes for OWA team members, tenant team members, and PCI tribal members.

Tenants

- Opportunity to have themed specials or promotions for guests.

Operations Manual

May 2, 3, & 4, 2024
South Baldwin Chamber of Commerce
Gulf Coast Hot Air Balloon Festival

Principal Operations Inspector Alabama-FSDO
1500 Urban Center Dr., Ste. 250
Vestavia Hills, AL 35242
(205) 876-1300

Operations Manual

This manual has been prepared as part of the application for the issuance of a Certificate of Waiver with Attachments and special provisions for a Manned Balloon Competition on May 02, 2024 through May 04, 2024 during the South Baldwin Chamber of Commerce, Gulf Coast Hot Air Balloon Festival, in Foley Alabama.

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FAA Approved-Date:

Principle Operations Inspector Alabama-FSDO
Vestavia Hills, AL

Section I

Purpose:

This manual is submitted as a part of an application for a waiver of Title 14 of the Code of Federal Regulations (14 CFR) part 91, sections 91.119(b), 91.119(c), 91.130(c)(1) and (d) and 91.209 (a) by the South Baldwin Chamber of Commerce. Specifically, the waiver will allow officially registered balloons to operate at an altitude of no less than five hundred (500) feet above the highest obstacle within 500 feet radius of the balloon en route to the target within a ten nautical mile radius of the designated launch field or goal. It will also allow for officially registered balloons to operate at seventy-five (75) feet AGL over spectators and to set goals and/or targets at a minimum distance of 200 feet from spectators as well as operate at thirty-five (35) feet AGL for tethered rides.

(No waiver is requested nor is a waiver required by 14 CFR for any mass ascension or pilot choice launches)

§91.119 (b): Minimum Safe Altitudes over a Congested Area The Waiver will allow officially registered balloons to operate over any congested area of a city, town or settlement and over any open air assembly of persons at an altitude of no less than 500 feet AGL above the highest obstacle within a horizontal radius of a ten (10) nautical mile radius of a point located on the 125° radial from Brookley (BFM) VORTAC at 25 NM, from the surface to 3000 feet MSL.

§91.119 (c): Minimum Safe Altitudes over Other than Congested Areas The Waiver will allow officially registered balloons to descend to the surface over open water or sparsely populated areas but no closer than 200 feet from any non-participating person, vessel, vehicle or structure.

§91.130 (c) (1): Operations in Class C Airspace - Communications

In accordance with a verbal agreement (Memorandum of Understanding, MOU) with the JKA, flight operations are authorized within the Class C Airspace designated for Gulf Shores International Airport, JKA without establishing communications prior to entering that airspace and maintaining communications while in that airspace. This deviation is valid only for the dates of the Gulf Coast Hot Air Balloon Festival.

§91.130 (d): Operations in Class C Airspace – Equipment Requirements

In accordance with an agreement (MOU) with the JKA, flight operations are authorized within the Class C Airspace designated for Gulf Shores International Airport, JKA without complying with 2 Section 1: FAA Waiver Balloon Operations

Manual the applicable equipment requirements specified in 14 CFR, § 91.215. This deviation is valid only for the dates of the Gulf Coast Hot Air Balloon Festival.

§91.209 (a): Aircraft Lights

Flight operations are authorized, without aircraft lights, within the temporary flight restriction (TFR) area of the JKA, at or below 8,000 feet MSL, for a period not to exceed 30 minutes prior to official sunrise. Ground operations (balloon glow) are authorized, without aircraft lights, within the temporary flight restriction (TFR) area of the JKA and while the TFR is in effect.

Section II

Responsibilities and Procedures

a) Technical Operations Procedures

- a. Event Director – Tommy Rachel
- b. Assistant Director – Rachel Spear
- c. Safety Officer – David Sullivan
- d. Launch Director – Tyler Higginbotham/Bonnie Ribley
- e. Crowd Control – Shawn Miller

b) Certification/Airworthiness Procedures

Balloons flown at the event must have current certificate of registration and airworthiness, or in place of the latter, an equivalent document from the Federal Aviation Administration. Chapter 3 of the competition rules covers procedures for balloons damaged or otherwise made unairworthy during the event. Throughout the event the Safety Officer or his designees; and appropriate FAA personnel will be consulted as necessary.

c) Pilot and Air Event Flight Crewmembers

Each Pilot must hold the appropriate pilot certificate (Private or Commercial) with Lighter-Than-Air Category and Free Balloon Class Rating. Each pilot must show evidence of current Flight Review (FAR 61.56) and must also show evidence of currency per FAR 61.57.

Event flight crewmembers carried on board a balloon during the event must have been briefed by the pilot of the balloon. Each event flight crewmember must have read and understood the conditions of the waiver.

d) Pilots Briefing Procedures

All pilots are required to sign a statement indicating that they have read and understand the provisions of the waiver and the official rules prior to any competitive flight.

Before each flight all pilots must attend the flight briefing.

e) Letters of Agreement

Letter of agreement will be issued and signed as required for the specific type of event.

Event Director

The Event Director will remain in compliance with the waiver; ensure all weather briefings are properly administered, monitor change in weather conditions, ensure landowner relations and maintain compliance with all rules and regulations.

Assistant Director

The Assistant Director will coordinate pilot housing, verify propane is available for all flights, facilitate landowner relations, and assist Event Director in execution of all duties as needed.

Safety Officer

The Safety Officer will monitor all aspects of flight operation, ensure compliance with FAA regulations as modified by FAA waiver, monitor hazards to flight navigator within target area, provide primary safety briefing at pilot check-in and monitor check-in procedures to ensure pilot currency and compliance with 14CFR 61.57.

Crowd Control

The Crowd Control Coordinator will monitor crowd movements in and around target area and monitor designated alcohol consumption area.

f) Event Documentation

All relevant registration files, tasks data sheets, pilot registration information etc., will be maintained by the organizer at least sixty days after the event and will be made available to the FAA Monitor upon request. Competition maps and task sheets will be made available to the FAA Monitor at the time of the pilot briefing.

Section III

Ground Operations

a) Clear Areas

Clear areas are established at each target site. These areas are kept clear of spectators. Launch officials will police any area such as target areas to keep unauthorized persons out. In the Minimum Altitude Diagram, this is referred to as the "Target Area".

b) Spectator Areas

The primary competitive spectator area is located at the main launch site. Crowd control is handled by law enforcement officials.

Official and balloon recovery vehicles are parked in restricted areas. Traffic is controlled by local police as required. Use of existing and temporary barriers secures spectators from briefing area and headquarters (see additional remarks under "ALTITUDES"). It should be noted that the flight of the balloon is occurring at sufficiently low speeds that people have ample opportunity of movement away from approaching balloons.

Scoring/measuring officials control these areas as determined by conditions, but in general isolate the area surrounding the goal/target from any unauthorized personnel.

c) Crowd Control

Crowd control will be provided by the appropriate local law enforcement agencies and officials of the balloon event.

d) Landowner Relations

Positive landowner relations are vital to the continuance of sanctioned events. There is an ongoing effort by all involved persons to maintain good landowner relations for the event. Additionally, pilots must obtain permission for launch from private property. Landowners may request that their property be indicated on the competition map as a Prohibited Zone (PZ).

Section IV

Flight Operations

- a) **Area of Operation** (A ten (10) nautical mile radius of a point located on the 125° radial from Brookley (BFM) VORTAC at 25 NM, from the surface to 3000 feet MSL)
- b) The operations will occur within a 10 nautical mile radius of the launch field located in the vicinity of OWA, 101-N South OWA Blvd., Foley, AL 36535. Headquarters for the event operations will be located at the South Baldwin Chamber of Commerce, with daily operations being conducted from the Pilot Briefing area, located at OWA Field.

c) Types of Operations

The event will consist of single and multiple tasks as called by the director after consultation with other approved competition officials and the FAA monitor (if available), as appropriate, considering the conditions at hand and forecast to develop during the anticipated flight times.

The task will include:

1) FLY IN TASK

Pilots find their own launch areas and attempt to reach a set goal or target.

2) HARE AND HOUND

A hare balloon will fly from the launch area and each pilot will attempt to fly near the final landing place of the hare and drop a marker.

3) JUDGE DECLARED OR MULTIPLE JUDGE DECLARED GOAL

Each pilot will fly from a launch area and attempt to drop a marker close to a goal or goals.

d) Altitudes

These altitudes effective only under waived portions of 14CFR 91.119 B and C and 91.209 A for the event only. The waiver provides that registered balloons will be allowed to make approaches to targets and/or goals within the designated areas. Balloons making these approaches will be permitted to fly over the designated spectator areas at an altitude of not less than seventy-five (75) feet above ground level. The balloons must have attained a state of altitude equilibrium at this 75 feet minimum altitude and not be descending while passing over designated spectator areas. It is felt that this altitude is sufficient to allow for unusual circumstances with an adequate margin of safety for spectators.

In order to provide the highest possible level of safety for spectators the scoring officials will cause scoring/measuring officials to be positioned among the spectators to allow crowds to be shifted as necessary and to provide warning regarding any markers that may also advise the spectators of the possibilities of both low flying balloons over the area and of markers being dropped in this area. Maximum altitude will be restricted to 3000 feet MSL.

e) Weather Requirements

Flight operations will be conducted during the period from published Sunrise to Sunset, with Visual Flight Rules (VFR) and weather conditions as specified in FAR 91.155

Maximum demonstrated surface winds must be 12 knots or less.

The decision for flight is the sole responsibility of the Pilot and the decision of whether to hold a task is the sole responsibility of the Director after consultation with appropriate safety officials and the FAA Monitor (if available).

f) Communications

Primarily by required pilot briefing. Most pilots carry either FM, CB or aircraft radios and some communication is possible by radio.

g) Air Traffic Notification

A NOTAM will be requested from the Flight Services advising air traffic of numerous balloons in the Foley area at varying altitudes from May 2nd through May 4th 2024 during the three hours immediately after sunrise and three hours prior to sunset, ending 8:00 p.m. on May 4, 2024.

APPENDIX

FAA Approved-Date:
Principle Operations Inspector Alabama-FSDO
Vestavia Hills, AL.
2024 Gulf Coast Hot Air Balloon Festival

Crew Member Statement

The following person/persons have been designated as a CREWMEMBER and have been given appropriate training in the conduct of his or her duties. They have been briefed and understand the limitations of the waiver under which he or she is operating during the specific flight.

Crew Member Name	Crew Member Signature	Date

Pilot Name: _____

Pilot Signature: _____

Date: _____

Principle Operations Inspector Alabama-FSDO
Vestavia Hills, AL.

**2024 Gulf Coast Hot Air Balloon Festival
IMPORTANT NUMBERS**

EMERGENCY	911
LOST BALLOON: Steve Bailey	251-752-2086
Balloonmeister: Tommy Rachel.....	251-747-0252
Event Coordinator: Rachel Spear.....	251-233-9470
Safety Officer: David Sullivan.....	678-357-3271
Crew Coordinator: Tyler Higginbotham	251-424-2035
Crowd Control: Shawn Miller.....	251-424-8160
Med Star Ambulance Service.....	251-943-8388
South Baldwin Regional Medical Center.....	251-943-3400
Foley Police Department.....	251-943-4431
Baldwin County Sheriff's Office.....	251-972-6802
Foley Fire Department.....	251-943-1710
Riviera Utilities.....	251-943-5001
Baldwin EMC.....	251-989-6247
Alabama/Northwest Florida FSDO	205-876-1300

Thank you for supporting the South Baldwin Chamber of Commerce!

FAA Approved – Date:
Principle Operations Inspector Alabama-FSDO
Vestavia Hills, AL.

Gulf Coast Hot Air Balloon Festival – Operations Manual

Adopted: 4/11/2013

Revised: 4/19/2022

Gulf Coast Hot Air Balloon Festival (GCHABF) Operations Manual is the official procedural process for incidents as outlined within this operations manual. Additional incidents not named within the GCHABF Operations Manual will be identified and handled on a case by case basis.

Goals

- Identify potential individual and mass incidents posing risk to the operations of the Gulf Coast Hot Air Balloon Festival
- Define a chain of command, how incident will be handled and key personnel required to respond to both individual and mass incidents
- Identify a dedicated permanent command center on the Gulf Coast Hot Air Balloon Festival/OWA grounds

Key Response Personnel

1. Chamber of Commerce staff – Rachel Spear/Event Director and Donna Watts/President
2. City of Foley – Mayor or his designee
3. OWA – Kristin Hellmich, OWA, and Ryan Exum, OWA
4. Medical – Medstar designee
5. Medical – South Baldwin Regional Media Center designee
6. Foley Police Department – Sgt. Tony Nelson
7. Foley Fire Department – Chief Joey Darby
8. Parking and Security – Gina Lee/Tidewater Services
9. GCHABF Chairman – Rich Caldwell
10. GCHABF Balloonmeister – Tommy Rachel
11. GCHABF Safety Officer – Dave Sullivan
12. Weather forecaster -
13. Stage Manager – Tim Brown
14. Social Media Manager – April Boone/GMS and Loren Powell/OWA

Identified Incidents

Single/Isolated incidents

- Heat related exhaustion
- Falls
- Other individual medical emergencies
- Lost/Missing Person
- Fight
- Disorderly Conduct
- Criminal matters (theft, vandalism)

Mass incidents

- Terrorist related event/threats
- Riot
- Crowd control
- Stage/Tent collapse
- Explosions/Bombs
- Mass or Individual Transportation issues
- Hazardous materials

Gulf Coast Hot Air Balloon Festival – Operations Manual

Adopted: 4/11/2013

Revised: 4/19/2022

- Electrical fire
- Refueling issues
- Weather related incidents (lightening, flooding, etc.)
- Ballooning incident

The following page outlines recommended response techniques should one of the individual incidents arise. “Lead” refers to key personnel overseeing response to the stated incident(s). “Secondary” refers to key personnel whose job is to disseminate additional information to outside parties.

Response Techniques to Individual Incidents

Disorderly Conduct, Fights & Criminal Matters

Lead: Foley Police Department

Secondary: Chamber/OWA

- Reports directed to Foley Police Department
- Foley Police Department reports to Chamber/OWA staff, if applicable

Lost/Missing Person

Lead: Foley Police Department

Secondary: Chamber staff, OWA and GCHABF Committee

- Report of lost/missing person taken at stage
- Stage escorts reporting individual to Foley Police Department tent
- Stage simultaneously reports via radio/cell phone to Chamber staff person & GCHABF Chair
- Foley Police Department provides description of missing individual via radio to Police/Fire/ GCHABF committee/OWA
- Police Department authorizes release of info to Stage PA system
- Police Department communicates all clear

Heat related exhaustion, falls and other individual medical injury

Lead: Medstar, SBRMC and Foley Fire Department

Secondary: Chamber staff and OWA

- Incident reported to 911 Dispatch via cell phone
- 911 Dispatches to onsite Medical & Fire Department
- Medical or Fire Department communicates via cell phone to Chamber staff person
- Chamber staff person communicates incident to OWA

Gulf Coast Hot Air Balloon Festival – Operations Manual

Adopted: 4/11/2013

Revised: 4/19/2022

The following page outlines recommended response techniques should one of these mass incidents arise. “Lead” refers to key personnel overseeing response to the stated incident(s). “Secondary” refers to key personnel whose job is to disseminate additional information to outside parties.

Response Techniques to Mass Incidents

Weather related incidents (lightening, flooding, evacuation of grounds, etc.)

Lead: Chamber staff, Foley Fire Department, Foley Police Department, Medstar, GCHABF Balloonmeister, OWA, and GCHABF Chair

Secondary: Weather forecaster and Medstar

- Face to face or cell phone report of incident to Chamber staff
- Chamber staff, Foley Fire Department, Foley Police Department, GCHABF Chair, GCHABF Balloonmeister, and OWA, make decision on opening or closing of all or part of festival grounds due to weather
- GCHABF Chair relays information to Volunteers
- Foley Police Department relays information to Parking and Security
- Chamber/OWA Staff relays information to Social Media Managers to inform Public, if applicable
- OWA relays information to Stage
- Stage relays information to the Public
- Foley Police Department and Foley Fire Department sweep out crowds for mass evacuation.

Explosions/bomb, terrorist related event, riots, stage or tent collapse, mass or individual transportation incident and hot air balloon related incident

Lead: Chamber staff, Foley Fire Department, Foley Police Department, Medstar, GCHABF Balloonmeister, and OWA

Secondary: Medstar and GCHABF Chair

- Face to face or cell phone report of incident to Foley Police Department or Foley Fire Department
- Foley Police Department or Foley Fire Department relays information to Chamber staff and Medstar
- Chamber staff relays information to GCHABF Chair, GCHABF Balloonmeister, and OWA
- Chamber staff and GCHABF Chair relays information to GCHABF Committee
- GCHABF Committee relays information to Parking and Volunteers
- GCHABF Balloonmeister relays information to GCHABF Pilots
- OWA relays information to Stage
- Stage relays information to the Public, if applicable
- Chamber/OWA relays information to Media, if applicable
- Chamber/OWA Staff relays information to Social Media Managers to inform Public, if applicable
- Foley Police Department and Foley Fire Department sweep out crowds for mass evacuation, if applicable

Gulf Coast Hot Air Balloon Festival – Operations Manual

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Spot fires, hazardous materials, electrical fires, and hot air balloon refueling incidents

Lead: Foley Fire Department

Secondary: Police Officer in Charge, Chamber staff, and OWA

- Face to face or cell phone report of incident to Fire Department
- Fireman in Charge relays information to Police Officer in Charge and Chamber of Commerce.
- Chamber of Commerce relays information to GCHABF Committee and OWA. If applicable, include Media and Stage
- GCHABF Committee relays information to Volunteers
- Foley Police Department relays information to Parking and Security
- If applicable, Stage relays information to the Public