

Event Details

Event Title: Halloween Trunk & Treat Movie Night

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 will help bring the community together in celebration of the fall season and in recognition of the Halloween holiday.

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

This event will allow families within our city the opportunity to visit and appreciate one of our hidden gems, and gather to celebrate in unity, the season.

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

There are no negative impacts to the local business community or surr areas.

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: ^{10/27}~~10/20~~ at 8 a.m.

Event Start Date: ~~10/20~~ 10/27

Event Start Time: 4 pm

Event End Date: ~~10/20~~ 10/27

Event End Time: 9 pm

Clean-up Date & Time: 10/20 9-10 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: Debbie R. Smith

Phone Number: 251-209-6232 Backup Phone Number: _____

Email Address: TheVillageCares@outlook.com

Where will the event take place?

Public Property

Park Property

Estimated Attendance: 100

Estimated Attendance Previous Year: First year event

Estimated Attendance During Peak: N/A

Event Website/Facebook Page: The Village Cooperative

Event Promoter (if other): N/A

Is this a repeat event for the City? Inaugural event

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 _____
A jumbo screen will be up to play a movie.
- 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: Small yard signs near the entrance of the park
and near the street where the event will be held.

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, Debbie R. Smith/ The Village Cooperative, 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: 10/01/2024

Print Name: Debbie R. Smith

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) _____

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) _____

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: _____

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.

<i>For Internal Use Only</i>	
Date Submitted: _____	Application Approved <input type="checkbox"/> Application Denied <input type="checkbox"/>
Leisure Services Signature: _____	
Police Chief's Signature (if needed): _____	
Fire Chief's Signature (if needed): _____	

Beulah Heights Fall Festival Plans

Site Plan:

This event will include 4 Zones:

Zone (1) Feeding Zone: Near, Under, and around Gazebo

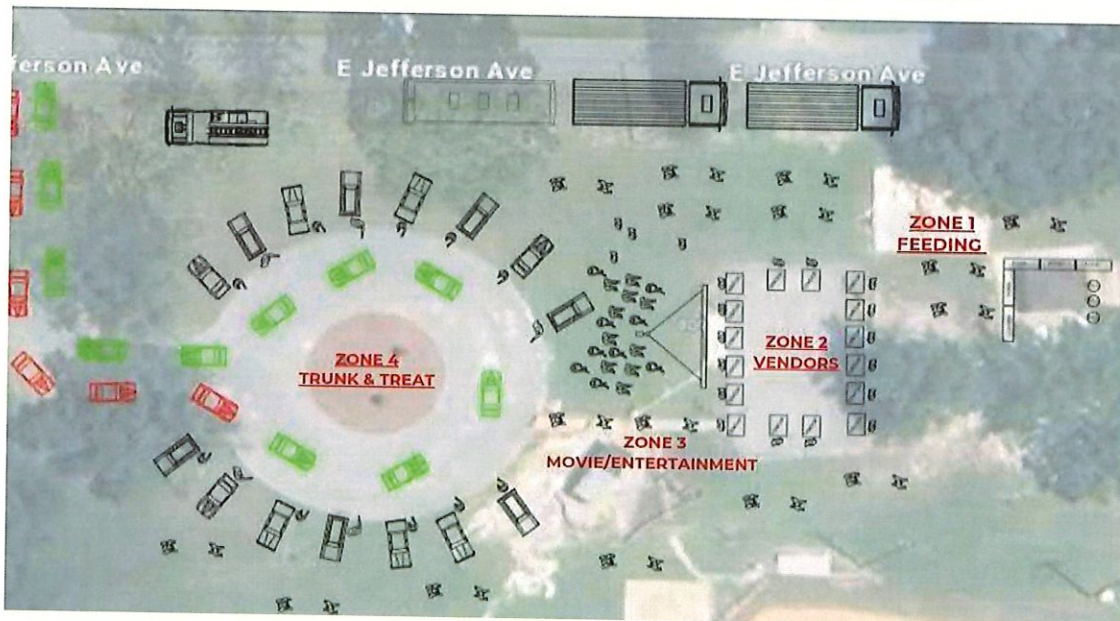
Zone (2) Vendor Zone: Basketball court area

Zone (3) Movie Zone: Large open area behind bleachers

Zone (4) Trunk & Treat Zone: Traffic Circle

Beulah Heights Fall Festival Map

◆ Zone 1 Feeding ◆ Zone 2 Vendors
◆ Zone 3 Movie/Entertainment ◆ Zone 4 Trunk & Treat



Prepared by Debbie R. Smith & Dream Hunters CAD Studios for The Village Cooperative and The City of Foley

Utilities Plan

The utilities provided on site will be sufficient for the needs of this event. There will be no need for a licensed electrician.

Security/Safety Plan

This will be an outdoor event, so crowd control should not be a concern. There will be no alcohol served at this event. Staff volunteers will monitor actions during the event and communicate any issues or concerns. Situations arising that fall outside the realm of peace or safety, will immediately be forwarded to the Foley Police Department.

Emergency Action Plan

911 will be phoned immediately, should any incident arise that requires medical, police, or fire department assistance.

The event organizer, Debbie R. Smith, is the direct point of contact and will make key decisions regarding the event.

An information station will be set up in Zone 2 (Vendor Zone) and will be the location of communication devices, first aid kits, and act as the central point of information regarding the event. There will be at least (2) American Red Cross First Aid Kits in case of incident or life threatening emergency. All volunteers working this event will have a two-way radio for prompt communication across the event location so that any issues are immediately known and can be addressed expeditiously. Should inclement weather arise, the event will be rescheduled and staff, volunteers, and the community will be notified via phone, email, and social media.

Medical Plan

There will be at least (2) American Red Cross First Aid Kits, in case of incident or life threatening emergency. 911 will be phoned immediately, should any incident arise that requires medical, police, or fire department assistance. All volunteers working this event will have a two-way radio for prompt communication across the event location so that any issues are immediately known and can be addressed expeditiously.