

Event Date(s): Oct 5th 2024 Annual Alzheimers Fundraising Awareness Walk

Added to Rec Calendar: \_\_\_\_\_  
Added to Legistar: 6/5/24  
Legistar File ID #: 24-0355  
Agenda Date: 6/17/24

Event:  Approved  Disapproved

Park Rental Fee:  \_\_\_\_\_  
Damage Deposit: \_\_\_\_\_  
Total Amount Due: \_\_\_\_\_  
Total Amount Paid: \_\_\_\_\_  
Payment Date: \_\_\_\_\_  
Balance Due: \_\_\_\_\_  
Receipt #: \_\_\_\_\_

*fees waived*

## Event Details

Event Title: Annual Alzheimers Fundraising and Awareness Walk

Purpose:

Athletic/Recreation

Parade\*

Festival/Fair

Demonstration\*

Outdoor Market

Concert/Performance

Social

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.

We strive to raise awareness to the local community and to raise funds,

all of which go towards the research that we will one day lead to the

first survivor of this horrible disease.

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

We welcome one and all. The more the merrier. Come walk, pray, donate (if you can) have a snack and

fellowship with us!

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.

# 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

### Certificates of Insurance

- Any amusement 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: \_\_\_\_\_

# 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: Shari Hamelin

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

Address: \_\_\_\_\_

Day Phone: 773-746-3319

Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: s.lynn1627@gmail.com

Purpose of Application for Permit: \_\_\_\_\_

Estimated Number of Participants: 35-40

Date of Activity (Month/Day/Year) From: 10/05/2024 To: 10/05/2024

Starting Time: 9:00 a.m.  p.m.  Disbanding Time: 12:00 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) We will start at Foley Depot Park and walk about a mile and a half along the Rose Trail turning around at Hoods.  
\_\_\_\_\_  
\_\_\_\_\_

Please list street closures and why they are necessary (If insufficient space, list on separate sheet) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_