

City of Mountain Brook
EVENT PERMIT APPLICATION
FOR EVENT, PARADE, PROCESSION, OR OTHER ASSEMBLY
(Applications submitted less than 30 days prior to the event may not be approved.)

Date: _____ Individual or organization: _____

Contact Information:

(a) Name: _____ (b) Title: _____

(c) Address: _____

(d) Tel. No. _____ (e) Cell No. _____

(g) Email address: _____ (f) Fax No. _____

Describe the type, nature, character and purpose of the event (list all activities):

Give the inclusive date(s)/time(s) of the event: _____

Give the number and composition of the event: Component Number

People (riding/walking) _____

Motor Vehicles _____

Floats _____

Animals _____

Other _____

Identify the place, area, locality, and/or route of the assembly:

Will it be necessary to block any street or sidewalk during the course of the assembly/event?

If so, explain _____

Will alcoholic beverages be sold and/or served? If so, explain circumstances. _____

Will money be solicited? If so, explain circumstances? _____

Will signs, placards, banners, flags or cards be displayed? _____

List all vendors who will be supplying food, drink(s), games, booths,

etc.: _____

Applicant Signature: _____

Telephone Number: () _____

Approved this _____ day of _____, 20__

Stewart H. Welch, III, Mayor

or

Sam S. Gaston, City Manager

Parade Safety & Restrictions*

- **Candy or other objects shall not be thrown or otherwise transferred to anyone along the parade route from vehicles or floats that are active within the parade.**
- **No stopping along the parade route.**
- **All float drivers must be properly licensed and insured. All drivers should be adults.**
- **All floats must have adequate lines of vision for the the drivers to see.**
- **No float or parade participant may turn out of the designated parade route without police approval and direction.**
- **No float participating in the parade event shall exceed 13 feet in height as measured from the ground to the highest point of the float.**

*Strict adherence to these restrictions must be maintained. Failure to adhere to these restrictions may cause immediate expulsion from the parade of the offending party, may cause the immediate stoppage of the parade and will jeopardize future parades. Organizing parties must ensure all drivers in the parade are furnished a copy of these restrictions.

I have read, understand and agree to comply with these guidelines. _____
Signature

Police Department Remarks

Signed: _____ Date: _____

Revenue Department Remarks:

Signed: _____ Date: _____

The approved application serves as the permit.

If you have any questions, please contact Janet Forbes at 802-3800 or forbesj@mtnbrook.org.