

**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.)*

Today's 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 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

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**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 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: \_\_\_\_\_

Parks & Recreation Department Remarks: (Parks and Fields usage only)

\_\_\_\_\_  
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](mailto:forbesj@mtnbrook.org).