

## Purpose

Any parade, festival, display, or other event (not including a demonstration or run) that is held...

- a. For amusement, education, or entertainment of the participants or public
- b. To publicize or aid an organization
- c. To commemorate an event or occasion

## Timeline

1. Submit application: at least 60 days prior to event
2. Application processing at City Hall: 30-60 days
  - a. Applications must be approved by BDOT, BPD, and BFRS
3. Pay fees: 10 business days prior to event
4. Receive permit

## Fees

\$100.00

## General Information

1. The Police Department may make changes to the route if there will be a street conflict such as construction.
  - a. These changes could be made before the event or at the time of the parade.
2. The Police Department requests that no candy or other favors be thrown from the vehicles in the parade.
  - a. This can cause injuries due to children scrambling for candy or falling under moving vehicles.
3. Make sure to include a map of the proposed route at the time of submission. In addition, turn-by-turn instructions are required for the completion of this application.
  - a. Please note the staging area(s) for both the starting and disbanding points on the route map.
4. Be sure of your route when you submit the application. After the permit is issued, the route cannot be changed.
5. The application will NOT be approved if...
  - a. The route goes the “wrong way” on one-way streets in the downtown area.
  - b. The requested location, date, or time conflict with any other approved events.
6. The permit will only be valid for the time and date listed on the permit.
7. If the event will have amplified sound, a noise permit will be required as well.
8. Only two permits will be issued per year to any organization requesting a parade permit.
9. If the event must be rescheduled for bad weather, the new date must be approved by BDOT to make sure there is no conflict with other events.
  - a. A “rain date” cannot be reserved in advance unless a separate application is filed.

## Payment of Fees

1. The applicant should wait to receive approval from BDOT before paying any fees.
2. All fees should be paid to the Cashier on the 1st Floor of City Hall.
3. Once you have paid, bring the receipt to the Department of Transportation (9th Floor) to issue the permit.
  - a. The permit can be issued the next business day; or
  - b. You can schedule an appointment beforehand to ensure that your permit will be issued at that time.



APPLICATION DATE:

RECEIPT NO.

**CITY OF BIRMINGHAM  
REQUEST FOR PARADE PERMIT**

Name of Event:

Organization Name:

Person in Charge of Parade:

Day / Date of Parade:

Start Time of Parade:

Estimated Number of: Pedestrians\_\_\_\_\_ Runners\_\_\_\_\_ Bands\_\_\_\_\_ Cars\_\_\_\_\_  
Buses, floats or other types of vehicles\_\_\_\_\_ Animals\_\_\_\_\_

Indicate length of Parade:

Starting Point:

Route:

Disband Point:

Staging Area(s):

Purpose of Parade:

Name:

Address:

Phone:

Email:

Applicant's Signature:

## BIRMINGHAM POLICE DEPARTMENT PARADE/RUN AGREEMENT

*PLEASE PRINT*

- A. Name of person requesting permit: \_\_\_\_\_
- Will this person be on site? \_\_\_\_\_ If not, who is the designated person to be in charge and responsible? \_\_\_\_\_
- B. Type of Event (Please Circle All that Apply)  
5k Run      Fun Run      10k Run      Parade      Walk      Other \_\_\_\_\_
- C. Name of Event: \_\_\_\_\_
- D. Starting time of event: \_\_\_\_\_
- E. If the event is a run, will there be a Fun Run? \_\_\_\_\_  
If Yes, what is the proposed starting time for the Fun Run? \_\_\_\_\_
- F. Will there be wheelchairs participating in the event? \_\_\_\_\_  
If Yes, how many? \_\_\_\_\_ Starting time for wheelchairs: \_\_\_\_\_
- G. Will there be rollerbladers participating in the event? \_\_\_\_\_  
If Yes, how many? \_\_\_\_\_ Starting time for rollerbladers: \_\_\_\_\_
- H. If this event is a run, the permit applicant should have a sufficient number of volunteers to have one at each turn.

I understand and agree to strictly abide by the approved times and conditions of the permit and accompanying documents. I will cooperate with all requests made of me by the Police Department. I understand that failing to abide by the permit and accompanying documents may result in the Senior Police Department Representative present, voiding the permit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HOLD HARMLESS AGREEMENT to comply with GCC 12-5-27 (b)**

STATE OF ALABAMA       )  
                                      )  
JEFFERSON COUNTY       )

For the sole consideration of being allowed to organize, sponsor, or hold the \_\_\_\_\_  
(Name of Event)

\_\_\_\_\_ in Birmingham, Alabama, the undersigned agrees to release, indemnify and hold harmless the City of Birmingham, its agents, servants and employees from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature

whatsoever, attributable to the act or omissions of \_\_\_\_\_  
(Sponsoring Organization)

\_\_\_\_\_, its officers, agents or employees, particularly on account of all injuries, known and unknown, both to persons and property, which may result or may in the future develop from the

\_\_\_\_\_  
(Name of Event)

on or about the \_\_\_\_\_, at or near Birmingham, Alabama to the extent  
(Date(s) of Event)  
allowed by Alabama Law.

The undersigned hereby declares that the terms of the Agreement have been completely read and are fully understood and voluntarily accepted.

\_\_\_\_\_  
(Sponsoring Organization)

By: \_\_\_\_\_  
(Applicant's Name)

Its: \_\_\_\_\_  
(Applicant's Title)

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_  
(Date of Signature)

**BIRMINGHAM FIRE AND RESCUE SERVICE DEPARTMENT**

**SPECIAL EVENT EMS PLAN**

- I. Type of Event: \_\_\_\_\_
- II. Location of Event: \_\_\_\_\_
- A. Anticipated Attendance: \_\_\_\_\_
- B. Length of Event: \_\_\_\_\_
- C. Date(s) of Event: \_\_\_\_\_
- III. Sponsoring Agency: \_\_\_\_\_
- A. Address: \_\_\_\_\_
- B. Telephone Contact: \_\_\_\_\_
- IV. Medical Direction Provided By: \_\_\_\_\_
- V. Emergency Medical Personnel: (Attach additional sheet to list names and qualifications of personnel)
- \_\_\_\_\_
- VI. Plot Plan: Attachment with description of facilities.
- VII. Deployment Map: Attachment with description of area of involvement.
- VIII. Describe Emergency Communications System: \_\_\_\_\_
- IX. Method of Announcing Notification for Location of Emergency: \_\_\_\_\_

**RELEASE**

Option 1) Each individual registrant must sign the following or similar statement of release. Collect the signed statements and submit them with this application. OR... complete Option 2.

**RELEASE to Comply with GCC S 12-5-27 (a)**

STATE OF ALABAMA )  
 )  
JEFFERSON COUNTY )

For the sole consideration of being allowed to participate in \_\_\_\_\_ in  
(Name of Event)

Birmingham, Alabama, the undersigned hereby release the City of Birmingham, its agents, servants and employees from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, and particularly on account of all injuries, known and unknown, both to person and property, which may result or may in the future develop from the \_\_\_\_\_ on or about the \_\_\_\_\_ at or near Birmingham, Alabama.

(Name of Event) (Date of Event)

The undersigned hereby declares that the terms of this settlement have been completely read and are fully understood and voluntarily accepted for purpose of making a full and final compromise, adjustment and settlement of any and all claims, disputed or otherwise, on account of the injuries and damages above mentioned, and for the express purpose of precluding forever any further or additional claims arising out of the aforesaid event.

\_\_\_\_\_  
*Participant*

\_\_\_\_\_  
*Guardian*

\_\_\_\_\_  
*Date*

Option 2)\* Before being allowed to participate in the \_\_\_\_\_  
(Name of Event)  
\_\_\_\_\_, each participant will be required to sign the above  
or a similar statement of release for the City of Birmingham prior to allowing them to participate.

\_\_\_\_\_  
(Sponsoring Organization)

By: \_\_\_\_\_  
(Applicant's Name)

Its: \_\_\_\_\_  
(Applicant's Title)

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_  
(Date Signed)

\*(Keep the signed releases for your records.)