

Run Permit

Purpose

Any race (running, walking, or biking) that will follow a set route.

Timeline

1. Submit application:
 - a. First-time event: at least 90 days prior to event
 - b. Annual event with changes to route: at least 60 days prior to event
 - c. Annual event without changes to route: at least 30 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

Fees		
Length of Run	Application Fee	Additional Costs
Five miles or less	\$150.00	Organizer may have to pay a policing cost as deemed necessary by BPD.
Over five miles	\$25.00	Organizer is required to pay a policing cost to be provided by BPD.

General Information

1. The organizer of the run is required to have each participant sign a Waiver of Liability.
 - a. This waiver should release the City of Birmingham, its agents, servants, and employees from any liability arising out of participation in the run.
 - b. This release can be included in a general release on the application form for the run.
2. 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 run.
3. The organizer of the run should have a volunteer at each turn along the route.
4. 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.
5. If the event will have amplified sound, a noise permit will be required as well.
6. Be sure of your route when you submit the application. After the permit is issued, the route cannot be changed.
7. 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.
8. The permit will only be valid for the time and date listed on the permit.
9. Only two permits will be issued per year to any organization requesting a run permit.
10. 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 RUN PERMIT**

Name of Event:

Organization Name:

Person in Charge of Run:

Day / Date of Run:

Start Time of Run:

Estimated Number of: Pedestrians_____ Runners_____ Bands_____ Cars_____

Buses, floats or other types of vehicles_____ Animals_____

For running events, indicate length of run:

Starting Point:

Route:

Disband Point:

Staging Area(s):

Purpose of Run:

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: _____

[illegible]

_____ 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

(Name of Event)

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

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

Witness

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.)