

**SECTION 1:
CONTACT AND EVENT INFORMATION**



Thank you for contacting the City of Auburn, Alabama. We recognize the City has experienced exponential growth in the recent years. With this growth we understand that events such as outdoor concerts, auctions, athletic events, street fairs and associated concessions, parades, and other similar events are vital to our community.

Please complete the form below as well as any addendums that pertain to your request for an event. Refer to page two of this document to see which addendums will apply.

Applicant (must match signature on the application)	Name:		
	Title:	Organization:	
	Phone:	Cell:	
	Email:		
	Street Address:		
	City:	State:	Zip:

Secondary Contact	Name:		
	Title:	Organization:	
	Phone:	Cell:	
	Email:		
	Street Address:		
	City:	State:	Zip:

On-Site Contacts (available at event site on event days)	Name	Cell:
	Role/Title:	General Site Location:
	Name	Cell:
	Role/Title:	General Site Location:
	Name	Cell:
	Role/Title:	General Site Location:

For office use only	Application No.
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Please indicate which of the following pertain to your Event

Yes	No		Required Information Sections
		Concessions and Food Preparation Areas	D
		Request for Traffic Control, including barricades	C
		Alcohol Sales and/or Service	C, D
		Approval for Outside Security	D
		Tables and/or Chairs	n/a
		Vendors (Booths, Exhibits, Displays, etc.)	D
		Scaffolding, Bleachers, Platforms, or similar structures	A, C, D
		Vehicles and/or Trailers	n/a
		Portable Toilets	A, D, E
		Request for Trash Bins, Recycling Bins, Street Sweepers, etc.	E
		Stages (Concert, Dance Platforms, etc.)	A
		Inflatables, Blow Ups	D
		Will there be Promotional Activities	D
		Generators, Power Sources	A, C
		Request for City to supply power, special lighting	C, E

Event Name	
Organization Hosting Event	
Organization or Event Website	
Are you a non-profit?	If yes, please specify what type and attach your non-profit certificate.
Date(s) of Event	
Time of Event (Start and End)	
Alternate Date or Time	
Rain Dates	
Event Location	
Secondary Location (if Applicable)	
Event Type	

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Event Description	Race Rally, Rep-Rally	Parade	Wedding	Fairs, Concerts, Promotional Gatherings, etc.	Other
Required Application Sections, if others sections are applicable please provide information.	A (Maps) B (Parks – If applicable) C (Personnel) E (Services) F (Liability)	A (Maps) C (Personnel) E (Services) F (Liability)	B (Parks) C (Personnel) D (Vendor List) E (services) F (Liability)	A (Maps) B (Parks) C (Personnel) D (Vendors) E (Services) F (Liability)	All Applicable Sections
Estimated Event Attendance					
Types of Attendees (ex. Students)					
Admission Charged					
Is this Event open to the Public?					
Will power be needed? If yes, for what use?					
Are you requesting the City to supply power to receptacles?					
Will your event be liter free?					
How many volunteers will be at your event?					
List what the volunteers will be responsible for.					

Please use the space below to list any other details about your event you would like the review committee to consider.

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