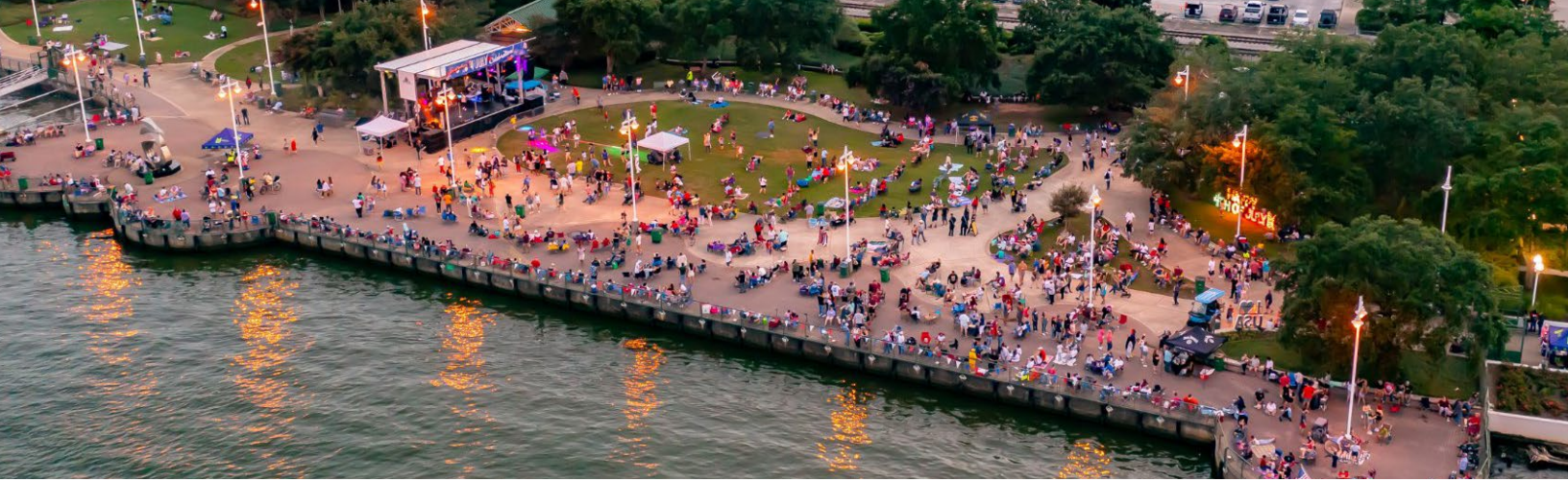




**MOBILE**  
ALABAMA

# **EVENT SERVICES GUIDE**





# THANK YOU *for* CHOOSING MOBILE!

Mobilians are born to celebrate, and the best celebrations bring members of our community together. Parades, concerts, block parties, downtown festivals, and other community events create a sense of pride and togetherness among our citizens.

Many privately organized events also help bring visitors to our city again and again. We appreciate all the individuals and organizations that host great activities for our citizens and visitors to enjoy. Whatever your next celebration, the City of Mobile's Events Services Department is here to make organizing it as simple as possible.

Many events, activities, and displays require an Events Services Application from the City of Mobile. These include large gatherings on City of Mobile property and events that use city services like police, sanitation, and public works, among others. The Events Services Application process is necessary to ensure that city facilities are prepared to host your guests and that activities in our shared spaces are safe, organized, and thoughtfully planned.

We created this Event Services Guide and an Event Planning and Application Tool to streamline this process. Both are available at [www.cityofmobile.org/eventservices](http://www.cityofmobile.org/eventservices). These resources will save you time navigating multiple City of Mobile departments to get your event approved. No matter what activity you plan to host, these tools will outline the process you need to follow and provide all the information you'll need to plan, host, and conclude your next event.

As the mayor of Mobile, I want to thank you personally for planning and organizing the events and activities that make our community special. Enriching activities and events that unite the community impact our citizens' quality of life. They also help support our primary goal of making Mobile a safer, more business and family-friendly city for all our citizens.

A handwritten signature in blue ink that reads "Sandy". The signature is written in a cursive, flowing style.

Mayor William S. Stimpson

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## WHEN IS AN EVENT APPLICATION NEEDED?

The City of Mobile has always been a city of celebration and community. Whether it's Mardi Gras, a concert, an art festival, or family and friends gathering to share merriments and milestones, the City of Mobile's services are available to help the people of our city host successful events.

Interested in hosting your own event in the City of Mobile? Whether your event takes place on public or private property, involves a parade or athletic field, spans several days, or is just for your family and friends, the information below will help you with everything you need to host an event in our city.

### EVENT DEFINITION & EXAMPLES

The City of Mobile defines an event requiring an event application as a temporary gathering or organized activity that is open to the public, expects an attendance of 100 or more people, or meets any of the following criteria:

- Impacts or takes place on public property such as city streets, parks, rights-of-way, or sidewalks in a manner that requires dedicated City resources.
- Is temporary and inconsistent with the primary use, zoning, or maximum occupancy of the property (public or private).
- Involves temporary structures such as tents, stages, grandstands, bleachers, fences, amusement rides, portable toilets, and pedestrian boundary markers.
- Utilizes sound amplification equipment audible on private property or for fifty (50) feet or more onto public property.
- Involves the provision of food or beverages, including alcohol.
- Includes the sale of goods and services including fundraising or asking for donations.

Examples of these events encompass parades, bike races, marathons, runs/walks, fireworks displays, outdoor concerts, carnivals/festivals, charity fundraisers, large public cultural and religious celebrations, and even large company fun days/picnics.

Essentially, any event with 100 or more people and held on City property, or any event held on private property but requires use of City services such as Police, Emergency Services, or Revenue permits will require an application. If there is uncertainty about whether your event is required to complete the application, you can answer specific questions for further clarification.

## Will your event take place on or impact City or public property?

If **yes**, complete the Event Planning & Application Tool.

Some individual aspects of the event may still require other application processes from state and local agencies outside the City of Mobile, but you will be advised in the event services application process when they are required. Examples include: events where food, beverages, alcohol, tents, or fireworks, are present.

## Will your event include 100 people or more?

If **yes**, complete the Event Planning & Application Tool.

Events that include fewer than 100 people often **do not** require an event services application. Examples include: small gatherings at a park such as a family reunion, child's birthday party, business or community family fun days, or regular athletic practices and activities. These types of events may still require you to reserve park space depending on the nature of your gathering. When in doubt, contact the Event Services Coordinator for assistance.

## Will your event include one or more of the following?

- Temporary Structures
- Amplified Sound
- Food, Beverages or Alcohol
- Sale of Merchandise or Fundraising
- Public Safety services
- Barricades

If **yes**, complete the Event Planning & Application Tool.

## Will your event be an atypical use of the event location?

If **yes**, complete the Event Planning & Application Tool.

Examples include: A large festival at a park or a neighborhood party in a roadway. Most facilities and parks are designed for specific activities or have crowd capacities to ensure public safety and reduce the risk of damage to those locations. If an event falls outside of that designated use, an Event Services Application will be required.

**If your answer to one or more of these questions was "yes" then your event will require an Event Planning & Application Tool.**

When in doubt, feel free to fill out the application here or reach out to the City of Mobile Event Services Coordinator at [eventservices@cityofmobile.org](mailto:eventservices@cityofmobile.org) or call 251-208-1552.

# EVENT APPLICATION PROCESS

Understanding the steps involved in the City of Mobile’s Event Services application process is crucial for a smooth application experience. The City of Mobile strives to be transparent and supportive throughout the process, aiming to review each application fairly and ensure the availability of necessary city resources for your event’s success.

This guide is designed to lead you through the process, covering everything from the application to information on each area of City requirements and services available. When you are prepared to submit your application and have gathered all the required documents and information, you can proceed to fill out the Event Planning & Application Tool [here](#).



# EVENT APPLICATION GUIDE

If you're new to event planning or just getting acquainted with hosting an event in the City of Mobile, the event application process might seem daunting. This section of the guide is crafted to simplify the application process and minimize stress, allowing you to focus more on planning your event.

If you're uncertain about whether your event qualifies for or requires you to complete the Event Planning & Application Tool, please refer to the [When is a City Event Application Needed](#) section for clarification.

## BEFORE YOU APPLY

Before starting your application, it's advisable to have the following information and documents ready:

- Name and description of the event
- Estimated attendance for each day of the event
- Date(s) and time(s) of the event
- Contact information for the event organizer and on-site contact
- Preliminary Event Site Plan (refer to Site Plans & Route Maps for more details)
- Preliminary Route Map for distance events (5k, parades, triathlons, etc.)
- Detailed information about activities during the event
- General information on how your event will handle waste and garbage
- Information on whether the event will include:
  - Blocking or restriction of City-owned property or city streets
  - Sale of merchandise, food, or beverages including alcohol
  - Number and size of tents/canopies to be erected
  - Installation of a stage, band shell, trailer, portable building, grandstand, or bleachers
  - Placement of portable restrooms and sanitation services
  - Placement of temporary signs
  - Installation of amusements such as bounce houses, animal attractions, rides, etc.
  - Use of sound amplification
  - Use of generators

Having this information ready beforehand can help prevent delays or an incomplete application and increase the chances of approval by the Event Services Team. Once you've gathered the required information and documents, you can proceed to fill out the application [here](#).

## APPLICATION REVIEW & APPROVAL/DENIAL

The application process provides the Event Services Team with an opportunity to review the details of your event and raise any concerns that would inhibit the City's ability to allow the event. The Event Services Team is comprised of representatives from twelve City departments that provide the services needed for events here in Mobile.

The Event Services Coordinator serves as a bridge between the Event Services Team and you, the Event Organizer. If you have questions or the team needs any additional clarifications, the coordinator ensures these questions are communicated and answered. For more information regarding what happens after the application is received, please check out the [Event Application Process](#) section of this guide.

## WHY YOUR APPLICATION OR PERMIT MAY BE DENIED

During the application process, questions may arise during the review of your application, the Event Services Coordinator may request clarification or additional documentation from you. Failure to respond in a timely manner or provide information that meets City requirements may result in the denial of the application or permit.

Grounds for denial include:

- Insufficient crowd control and safety measures
- Conflicts with other events
- Prior violations or permit revocations
- Failure to provide required licenses or permits
- Interruption of safe traffic flow
- Diversion of public safety officers impacting emergency response
- Interference with emergency vehicle mobilization
- Unreasonable delays in parade/distance event routes
- Insufficient health and safety measures
- Failure to complete checklist requirements
- Non-compliance with city ordinances or laws
- Making false or misleading statements on the application

It is crucial for the Event Organizer to address these factors to ensure a successful application process.





## SITE PLANS & ROUTE MAPS

No matter the type of event, either a site plan or route map or perhaps both will be required. Understanding what these are and what items should be included in both documents is vital to your event application's approval and will also prove useful in your event planning.

Both documents can be created by hand, by computer, or by some combination of the two methods as long as the documents are clear and easily understood. Both documents should be clearly labeled and, if needed, a key or legend should be included to ensure all elements are identified.

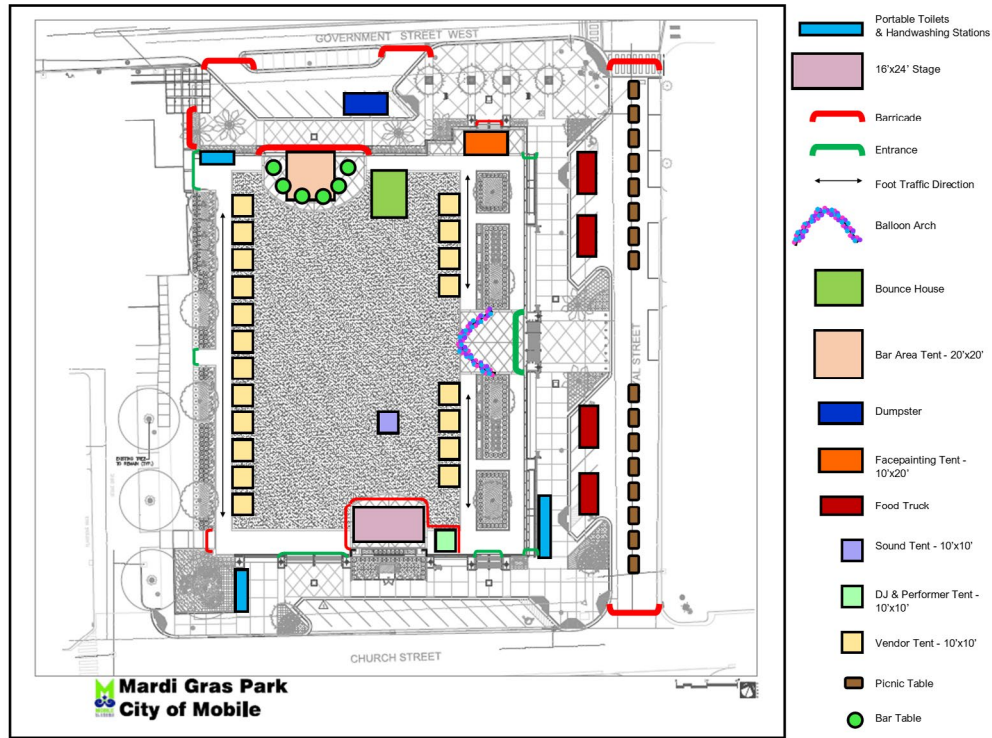
### SITE PLANS

A site plan is a detailed layout or map that outlines how your event will be organized and executed within a specific location, whether that is a [park](#), a roadway, a right-of-way, or a venue. It is reviewed by the Event Services Team for a clear understanding of your event's layout, logistics, safety measures, and City requirements. It should include the following elements, if applicable:

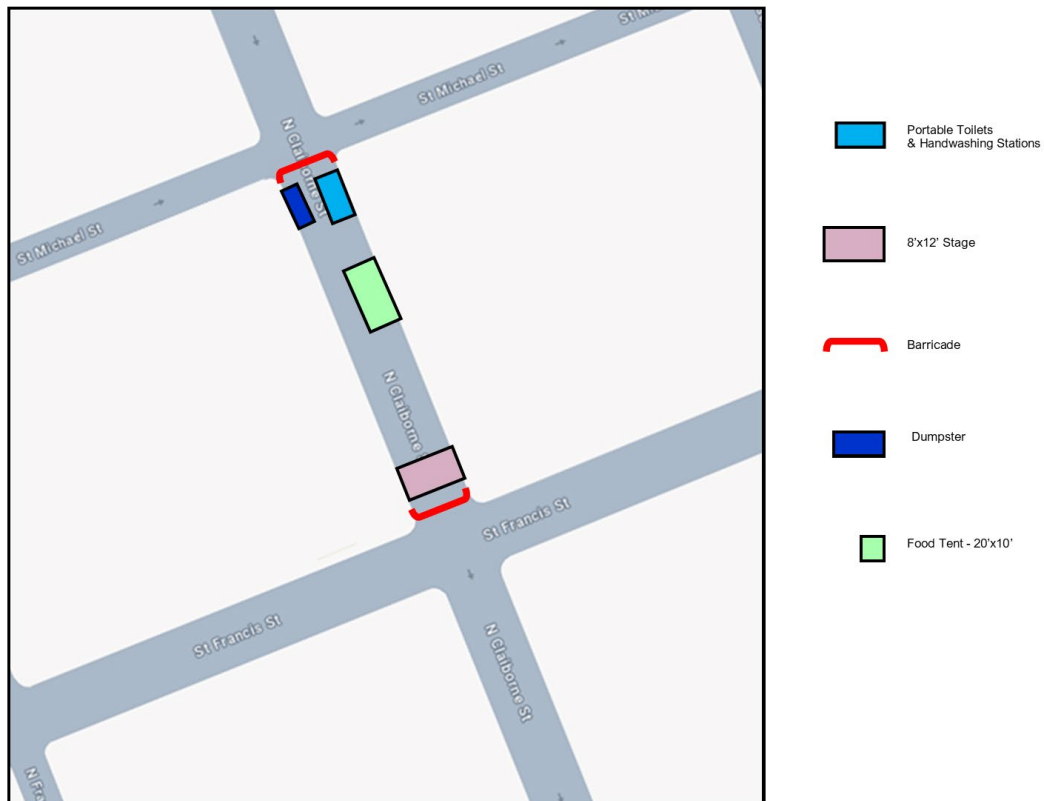
- Animal Exhibits
- Barricade Placement
- Temporary structures including tents, stages, booths, viewing stands, risers, and similar structures
- Seating areas
- Parking zones
- Entrances
- Exits
- Emergency Access Routes
- Restrooms or Portable Toilet Stations
- Air-inflatables or Amusement Rides
- Food Trucks
- Dumpster placement
- Any other amenities or structures relevant to the event

A general guideline is that your site plan should include anything introduced to the venue or event location that was not there previously. If your location will be inside a city park, please visit our website to download the specific park map.

### EXAMPLE SITE MAP



### EXAMPLE BLOCK PARTY MAP



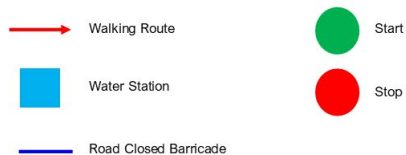
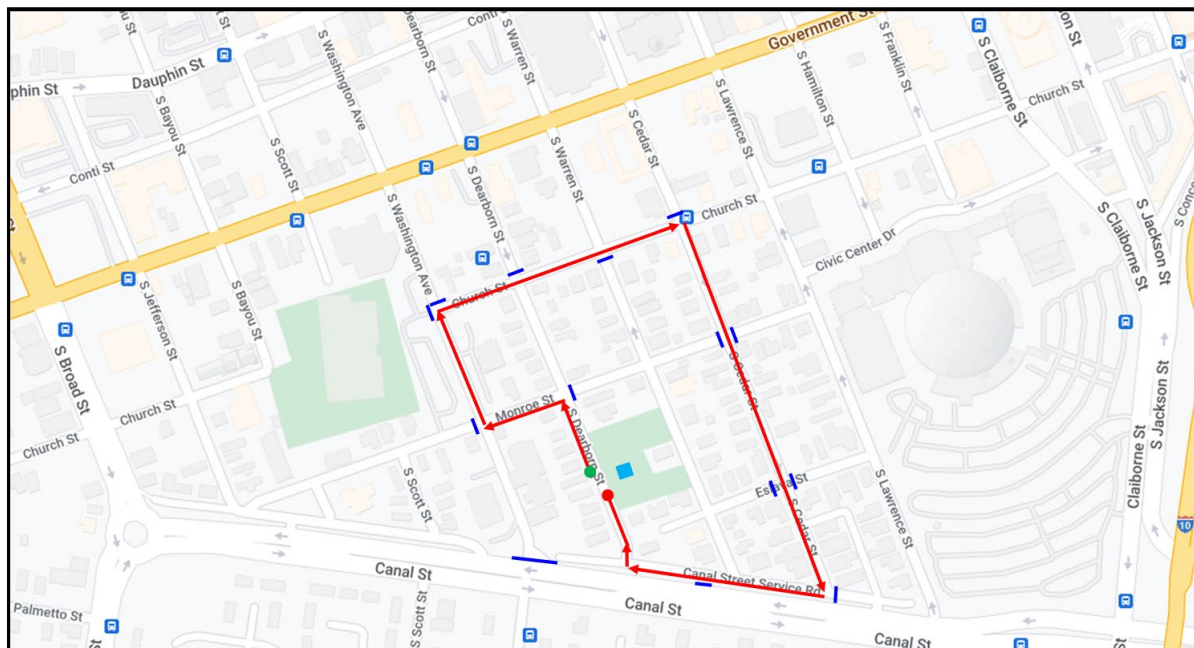
## ROUTE MAPS

A route map is very similar to the site plan in that it visually represents or outlines the path or course participants will follow during a distance event such as a race, parade, or procession. It is reviewed by the Event Services Team to clearly understand the logistics, layout, safety measures, and City requirements your event will need. It should always include the following information, if applicable:

- Starting Points
- Ending Points
- Staging Zones
- Parking Zones
- Barricades
- Rest Areas
- Water Stations
- Restrooms or Portable Toilet Stations
- Emergency Access Routes
- Any other amenities or elements relevant to the event

Again, a general guideline is that your route map should include anything introduced to the venue or event location that was not there previously.

### EXAMPLE ROUTE MAP



# FEES

Filing the Event Services application is free; however, there are fees associated with hosting an event in the City of Mobile which are listed below.

<b>ANIMAL SHELTER</b>				
Animal Shelter Event Inspection	\$25.00			
Animal Shelter Supply Drop	\$25.00, optional service			
Animal Shelter Event Patrol	\$20.00 per hour per staff member, optional service			
Animal Shelter Event Participation	Free, optional service			
<b>BUILD MOBILE</b>				
Temporary Structure Permit	\$11.00			
<b>EVENT SERVICES</b>				
Event Services Administrative Fee	\$1.00 per event per invoice			
<b>MOBILE FIRE-RESCUE DEPARTMENT</b>				
Public Safety Personnel	\$45.00 per hour per staff member, 4 hour minimum, 2 staff members minimum			
<b>PARKS &amp; RECREATION DEPARTMENT</b>				
<b>Events Parks, Amphitheaters, and Performing Arts Pavilions Usage Rates</b>	Non-Profit Open Event	Non-Profit Closed Event	For Profit Event	Deposit
<i>0-250 Participants (per day)</i>	\$125.00	\$250.00	\$500.00	\$250.00
<i>251-500 Participants (per day)</i>	\$250.00	\$500.00	\$1000.00	\$500.00
<i>501-2500 Participants (per day)</i>	\$500.00	\$1,000.00	\$2,000.00	\$1,000.00
<i>2501 or more Participants (per day)</i>	\$750.00	\$1,500.00	\$3,000.00	\$1,500.00
<b>All Other Parks Usage Rates</b>				
<i>100-250 Participants (per day)</i>	\$250.00 deposit only			
<i>251-500 Participants (per day)</i>	\$500.00 deposit only			
<i>501-2500 Participants (per day)</i>	\$1,000.00 deposit only			
<i>2501+ Participants (per day)</i>	\$1,500.00 deposit only			
<b>Athletic Tournament Usage Rates</b>	Unlighted Per Hour	Lighted Per Hour	Deposit	
<i>Grass Fields</i>	\$20.00	\$40.00	\$750.00	
<i>Synthetic Turf Fields</i>	\$30.00	\$60.00	\$750.00	
<b>Baseball/Softball Field Prep</b>				
<i>Initial Complete Layout &amp; Field Lining</i>	\$250.00 Grass Infield	\$350.00 Skinned Infield		
<i>Lining &amp; Dragging</i>	\$75.00 for both services	\$50.00 for only one service		
<b>Football Field Prep</b>				
<i>10 Yard Lines &amp; Hash marks</i>	\$220.00	\$150.00 Yard Lines Only		
<i>5 Yard Lines &amp; Hash Marks</i>	\$350.00			
<b>Lacrosse Field Prep</b>				
<i>Lining</i>	\$125.00			
Parks and Recreation Personnel	\$35.00 per hour per staff member, 4 hours minimum			
Protection Mat Rental	\$5.00 per mat, picked up and returned by renter			
	\$25.00 per mat, delivered and picked up by the City of Mobile. Minimum for delivery is \$100.00			

<b>MOBILE POLICE DEPARTMENT</b>				
Public Safety Personnel	\$45.00 per hour per staff member, 4 hours minimum			
Public Assembly Permit	Free <i>Note: If road closures and traffic enforcement are required during the public assembly, whether planned or unplanned, the event organizer will be responsible for the road closure and personnel costs.</i>			
Parade Permit	\$1,025.00 - Mardi Gras Parades <i>Note: Includes one Parade Float Escort Permit</i>	\$25.00 - Other Parades plus personnel costs		
Block Party Permit	\$5.00			
Road Closure Permit	\$25.00 plus personnel costs if needed			
Distance Event (Run/Walk/Bike) Permit	\$25.00 plus personnel costs			
Motorcade Permit	\$25.00 plus personnel costs			
Vehicle Escort Permit	\$25.00 plus personnel costs <i>Note: Restricted to 10 vehicles or less</i>			
Parade Float Escort Permit	\$65.00 per escort (one-way)			
Oversized Escort Permit	\$25.00 plus personnel costs \$45.00 per hour per staff member, 2 hours minimum <i>Note: 30 minute briefing and debriefing required for escort.</i>			
<b>REVENUE DEPARTMENT</b>				
Number of Vendors	1-25 Vendors	26-75 Vendors	76-125 Vendors	125+ Vendors
Special Event License & Issue Fee	\$134.00	\$164.00	\$264.00	\$314.00
Tax Bond Amount Required	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00
Special Event License & Issue Fee Non-Profit or Charitable Rate	\$39.00 <i>Note: 100% of all revenue from the event must be for a non-profit or charitable purpose to qualify for this rate.</i>			
Alcohol Beverage License Fee	\$50.00 plus additional \$800.00 per alcohol stand <i>Note: 8% tax on the value of liquor purchased for resale due after the event.</i>			
<b>TRAFFIC ENGINEERING</b>				
Barricades Minimum for delivery is \$75.00	\$5.00 per barricade, picked up and returned by renter			
	\$5.50 per barricade, delivered and picked up by the City of Mobile			
	\$6.00 per barricade, delivered, set up, and picked up by the City of Mobile			
Barricades – Non-profit Organization Minimum for delivery is \$50.00	\$2.50 per barricade, picked up and returned by renter			
	\$3.50 per barricade, delivered and picked up by the City of Mobile			
	\$4.00 per barricade, delivered, set up, and picked up by the City of Mobile			
<b>NOTE: ALL CARD PAYMENTS REQUIRE A 3.5% CARD PROCESSING FEE.</b>				

## HOW WE CHARGE

As part of the Event Services application process, the City of Mobile strives to be as transparent on what we charge and how we charge the event organizer for all services.

Once you have submitted your application, the Event Services Team will review your information and provide you with a quote that details what each department must charge for their services as well as any deposits that may be needed. Once you have agreed to this quote and submitted any requested documentation, you will be sent an invoice to the email address you provided in your application. This invoice is due in full no later than 30 days prior to your event. Only after payment will City services begin preparation for your event.

Please note, when public safety staff members are required for an event, the event organizer will be responsible for reimbursing the City for the cost of providing these personnel. The initial cost is estimated at \$45 per hour per staff member, with a minimum of four (4) hours charged per employee. To avoid overcharging for the event, 80% of the City's estimated cost is provided with your initial event quote.

After the event, the final cost for public safety services is calculated based on what the City actually spent for each employee present based on their actual salary rate and hours worked. Any amount exceeding the initially estimated charges paid will be invoiced separately, and prompt payment will be required upon receipt. Conversely, if the initial costs were overestimated, the overage will be refunded to the organizer after the event.

In instances where event attendance is underestimated, the supervising police or fire department personnel at the event may, at their discretion, adjust the number of public safety personnel as needed. Notification will be provided to the organizer regarding the requirement for additional staffing. However, irrespective of whether the organizer receives the notification, additional personnel may be deployed as necessary. This flexibility may result in changes to the City costs, and the organizer will be billed accordingly.

Additionally, after your event, your second invoice will reflect all refunds or charges that other departments may have for your event. For example, if a park facility was reserved, you would receive a refund of the facility deposit when no damage or needed clean-up was found after the event; conversely, if City property was damaged or your event did not clean up as was required, your event may be charged for the cost to repair or replace the damaged or lost property, as well as any personnel or equipment costs required to clean up or repair the event area.

Anytime additional charges are required, a written explanation will be provided. Failure to pay your event's final invoice will prevent you from holding additional events until the invoice is paid.

## PAYMENT INFORMATION

Payments are due no later than 30 days prior to your event. All fees quoted to the event organizer will be invoiced together to assist in simplifying the payment process. Invoice payment can be made in several ways - online, by mail, or in person.

Accepted payment methods include debit or credit cards, checks, money orders, and cash. Online payment methods include debit/credit cards or checking account. Money orders or checks are accepted by mail and in person. Cash is only accepted in person. See below for further information:

**Mailing Address:**

City of Mobile  
Attention: Treasury Department  
PO Box 1827  
Mobile, AL 36633-1827

**In-Person Payment Location:**

*Hours: Monday – Friday, 8 AM – 4 PM*  
[Government Plaza](#)  
205 Government Street, South Tower, 4th Floor  
Mobile, AL 36602

Upon reaching the location, you may contact the Treasury Department at the reception area's desk phone for assistance.

## CANCELLATION & POSTPONEMENTS

Event cancellations are unfortunate but do occur. In case your event requires a cancellation, the following guidelines apply:

- **Cancellation Notifications**
  - Written cancellation notification is required. It may be delivered in person to the Event Services Office at [48 North Sage Avenue, Mobile, AL 36607](#) or it may be emailed to [eventservices@cityofmobile.org](mailto:eventservices@cityofmobile.org).
- **Refund Policy**
  - **Full Refund** - Cancellations provided more than 14 days prior to your event receive a refund of all fees, deposits, and personnel costs.
  - **Partial Refund** - Cancellations provided more than 48 hours but less than 14 days prior to your event will receive a refund of your personnel costs only. Fees and deposits will be forfeited.
  - **No Refund** - Cancellations made less than 48 hours prior to your event will result in forfeiture of all fees, deposits, and personnel costs.
- **Postponements**
  - Postponements due to inclement weather must be made at least 48 hours prior to your event. In case of weather postponements, the City of Mobile will make every reasonable effort to accommodate a rescheduling of the event. The rescheduled event must take place within 1 year of the original event date.
  - No refund for postponements. Events not rescheduled within 12 months are deemed cancelled.

## ANIMALS & LIVESTOCK

Animals are valued members of our community here in Mobile. Introducing pets or livestock to your event can add enjoyment and excitement for attendees, whether it's through a petting zoo, a pet costume contest, an adoption area, or some other animal exhibition. As part of your Event Application, you will be asked about animals participating or attending your event.

This information will be reviewed by the Events Services' Animal Shelter representative to ensure your event is able to safeguard both the animals and the people attending your event. The information below provides a general guideline of requirements for your event as well:

- Animals should never be left unattended.
- Animals should be prevented from roaming freely whether they are on a leash, being carried, confined within a pen, or restrained in a similar way. The only exception is dogs being allowed off leash inside designated dog park areas.
- Animals should always be provided access to clean water and shade, whether on exhibit at an event or when an event encourages attendees to bring their pets to an event.
- When outdoor temperatures reach 32° F or lower, animals should be within appropriate shelter and not allowed outdoors at events.
- Any areas where animals are kept restrained or are part of an event should be regularly maintained to be clean and free of solid waste materials before, during, and after the event.
- Animal waste materials should be disposed in a sanitary manner immediately. The event organizer is responsible for ensuring the event area is free of all solid waste materials as part of the clean-up of the event and prior to closing the event site.
- Areas or stations that provide access to animal waste bags, hand sanitizing, first aid kits, and pet water stations are the responsibility of the event organizer to provide during an event publicized as pet-friendly or featuring animals as a central part of the event.
- When food is part of an event with animals present, event organizers should ensure proper health and food safety requirements are observed. Further information can be obtained by contacting the [Mobile County Health Department](#) as well as reviewing the Food, Beverages, and Alcohol section of this guide.
- Event organizers should ensure that all animals on exhibition at an event are in compliance with all local, state, and federal regulations including, but not limited to, those mentioned in the [City of Mobile Code of Ordinances, Chapter 7](#).
- Event organizers should ensure that their event, whether animal-oriented event or not, comply with all [American with Disabilities Act \(ADA\) requirements](#) for service animals.

In certain instances, such as when exotic animals are present, an Animal Shelter event inspection may be required. Event organizers will be advised of this requirement during their Event Services quote. This inspection is determined by the Event Services Team's Animal Shelter representative.



Additionally, optional services are available from the Animal Shelter. Your event may request the following services based on availability:

- **Animal Waste Bags & Water Station Supply Drop** – The Animal Shelter will deliver waste bags and loan water bowls for your event if requested for an additional fee. Bowls will need to be returned at the end of the event.
- **Animal Shelter Event Patrol** – The Animal Shelter will provide an Animal Control Officer (ACO) to stay on site during your event if requested. The ACO’s purpose will be to assist in case of any emergency needs such as animal injuries, animal bites, stray animals, and any other similar need.
- **Animal Shelter Event Participation** – The Animal Shelter is always glad to provide representation for the department at your event if requested. This includes, but is not limited to, adoption events or setting up in vendor areas at your event. No fee is required for this service. If interested, you can email [animalshelter@cityofmobile.org](mailto:animalshelter@cityofmobile.org) for more information.

Information on fees for these services can be found in the [Fees](#) section of this guide.

# BARRICADES

During your event, you may need barricades to close a street, cordon off a public right-of way, or to provide boundaries within your event space. As part of your application, you will be asked several questions to determine how many barricades your event requires. The Event Services' Traffic Engineering and Police Department representatives work together to provide you with the number of required barricades as well as final approval for your desired barricade placement. To assist you in your event planning, the following information and requirements for barricades are included.

- Each barricade is approximately eight (8) feet long and weighs fifty (50) pounds.
- At each point or intersection where a roadway will be closed, one road closure barricade must be placed in each lane of traffic being blocked.
- Only City of Mobile barricades may be used to block roadways and public rights-of way. Barricades used elsewhere within the event space may be obtained either from the City or from other private sources.
- All road closure points must be approved by the Event Services' Police Department representative during the Event Application process; no further closures can be made without the representative's written approval.
- Police personnel must be on site for roadway closures. Event organizers may not close roadways.
- It is crucial to remove event barricades and road closure signage immediately following the event to promptly reopen City of Mobile streets and rights-of-way to traffic.
- Events requiring road closures for one day on the weekend will only be charged for one day with the barricades delivered on Friday and picked up on Monday.
- The event organizer may request to pick up and deliver barricades to their event themselves, request the City to deliver and pick up the barricades, or request the City to deliver, set up, and pick up the barricades. Rental fees vary based on the method of pickup and delivery. See the Fees section of this guide for further details.
- To request delivery of barricades, event organizers must rent a minimum of fifty (50) barricades.
- When barricades are only requested to be delivered (not set up), event organizers must reload barricades on the delivery trailer as they were initially received.
- Barricade rentals are based on availability as there are times when barricade availability is limited due to either City-sponsored events or projects.
- Barricades must be kept on the premises they were approved for and may not be lent out under any circumstances.
- The event organizer is liable for any barricades that are lost or damaged beyond reasonable repair, and they will be charged for the City's current replacement cost.



## TENTS AND TEMPORARY STRUCTURES

When people picture events, they often imagine a lively festival with rows of colorful tents selling fantastic items or a concert where a big crowd is singing along with the musician on a large stage. As you envision your own event, whether it's a bustling market or an energetic concert, you will need to consider what tents, stages, air-inflatables, and other structures you bring to your event to ensure everyone stays safe – your staff, performers, and attendees.

During your Event Application, you'll be asked about these types of temporary structures to allow the Event Services' Fire-Rescue Department representative to assist you in determining any additional requirements your event may have to meet safety standards. The information below provides a general overview of these requirements.

### TEMPORARY STRUCTURE PERMIT

For tents, canopies, or other temporary structures that cover an area of 120 square feet (11.16m<sup>2</sup>) or greater in size, a Temporary Structure Permit is required per [2021 International Building Code \(IBC 2021\) 3103.1.2](#). The permit is issued by [Build Mobile](#) and will require the following information:

- A site plan showing the location of the tent within the event area.
- The dimensions of the tent.
- The dates of tent installation and uninstallation for the event.
- A copy of the tent's fire retardant or flame proofing certificate.

Additionally, as part of this process, your structure will be inspected by a member of the City's Fire Code Administration to ensure it is in compliance with the [2021 International Fire Code \(IFC 2021\) Section 3104, 3105](#).

If your event is required to obtain this permit, you will submit this request by visiting Build Mobile's online permitting system, [Citizen Self Service \(CSS\)](#), which will allow you to apply, manage, and pay for your permit in one place. For more information and assistance, contact Build Mobile by email at [permitting@cityofmobile.org](mailto:permitting@cityofmobile.org) or by calling 251-208-7602.

## TEMPORARY STRUCTURE REQUIREMENTS

All tents, air-inflatables, stages, and other similar temporary structures, regardless of size, are required to be adequately and securely anchored to the ground throughout the entire duration of the event from setup to take-down.

Failure to properly anchor a canopy can result in dangerous conditions for your event participants. It is essential that each canopy leg is anchored with a minimum of 24 lbs. (pounds) on each leg. Stakes are not allowed to be used on City of Mobile property including park facilities, rights-of-way, and streets.

General guidelines for canopy weights recommend that they should be placed on the ground without blocking the path of event participants. Accepted methods of securing canopy tents include:

- Utilizing an empty bucket (a 2.5-gallon bucket works well) filled with cement, securely tied to each corner of the tent with a rope or bungee. Placing the bucket on the feet of the canopy is not sufficient.
- Filling buckets or containers with sand/cement that can be anchored or secured with a rope or bungee. This includes canvas bags or plastic buckets/containers with a handle through which a rope or bungee can be secured.
- Hanging PVC pipes capped and filled with cement on the inside of canopy poles, ensuring they are secured to prevent any collisions with customers.
- Using vertical sandbag weights, weighing at least 24 pounds, and strapping them to the legs of the canopy. These weights are specifically designed for securing canopies.

The most effective way to secure weights is to attach them to the bottom of each leg and tether them with a bungee cord to the top corner of the canopy. This setup lowers the center of gravity, providing additional stability. It's important to note that even canopies secured with sufficient weight may be vulnerable in strong gusts of wind if the weights are not suspended from the top corners of the canopy.

## STAGES & OTHER TEMPORARY STRUCTURES

Stages, risers, viewing stands, and other similar temporary structures larger than 400 square feet (37m<sup>2</sup>) are required to be inspected and obtain approval by the City's Fire Code Administration to ensure compliance with the [2021 International Fire Code \(IFC 2021\) Section 3105](#). During the Event Application process, you will be asked to provide the number, type, and size of these structures planned for your event.

Additionally, these structures may require additional turf protection measures if they will be located in a City park. See the [Park Facilities](#) section for more information.

## AIR-INFLATABLES & BOUNCE HOUSES

Bounce houses and other air-inflatable or interactive games are frequently enjoyable and memorable attractions at events. As an event organizer, it's important to ensure these are also safe and secure attractions. Below are guidelines recommended to include in your event:

- Ensure proper setup by securely anchoring the inflatable to the ground using sandbags or weights.
- Ensure there is ample clearance around the inflatable to prevent any potential hazards or obstructions.
- Provide trained staff to supervise and monitor activity inside the bounce house, enforce safety rules, and intervene if necessary.
- Establish and enforce age, size, capacity, and use restrictions based on the inflatable's manufacturer's guidelines.
- Monitor weather conditions and deflate the inflatable if winds exceed safety limits (typically 15-20 mph) and avoid operating the inflatable during inclement weather conditions.

## DISTANCE EVENTS

Certain events are stationary, such as festivals, while others entail movement along city streets, rights-of-way, or park trails. These mobile events, termed “distance events,” encompass activities like runs, walks, marathons, triathlons, bike races, parades, second lines, motorcades, vehicle escorts and other processions.

Distance events impose additional requirements compared to stationary events to guarantee the safety of all participants and the general public throughout the event.

### REQUIREMENTS

- A route map is required for all distance events. See the Site Plans & Route Maps section for more information.
- Start times for distance events such as 5Ks, marathons, and cycling events may be modified by the Events Team Police Liaison to work around heavy traffic patterns. Event organizers must adhere to this scheduled start time.
- The event organizer is responsible for providing cones and barricades for the event if any part of the event takes place on city streets or if the event is located where vehicles could potentially enter the event space (such as a parking lot).
- Distance event routes impacting city streets or rights-of-way must be approved by the Event Services’ Police representative.
- Several distance events require additional fees. See the Fees section of this guide for additional information.

### PARADES

The City of Mobile is synonymous with Mardi Gras parades, but it plays host to many other parades all year long. If your event involves a parade or similar event, the Police and Fire Department will both play a part in your event.

Both departments’ representatives work with event organizers to ensure that the route, the floats, and the participants, both in and viewing the parade, are as safe as possible. Each parade’s requirements are determined in part by the [City of Mobile Code of Ordinances, Chapter 49, Article III](#).

See the [Fees](#) section of this guide for additional information.

# SAFETY & SECURITY

In the ever-changing world of events, where keeping people safe is crucial, event organizers must work hard to make sure their event can meet the challenge of keeping attendees and participants secure. The City of Mobile Police Department is committed to assisting event organizers by determining how best to provide security personnel and traffic safety officers at events.

As part of the application process, the Event Services Police representative determines whether a police presence is needed based on what you tell us about your event. They look at things like how busy traffic will be, what your event is like including any possible risks, and what has happened at your or similar events in the past.

They may make the determination that either on duty police personnel will be required, the event organizer must provide off-duty law enforcement for their event, or that no event security is required based on your event information. For details on costs associated with police event personnel, see the [Fees](#) section of this guide. Our goal is to work together with event organizers to keep everyone safe and having a great time!

## SECURITY CONSIDERATIONS AND REQUIREMENTS

Factors considered in determining the appropriate number of law enforcement officers for an event encompass various aspects, including:

- General traffic conditions in the requested area, covering both vehicular and pedestrian traffic, as well as the event's proximity to mass transit and roadways.
- The planned route for events such as parades or distance events.
- Specifics regarding the time, date, and duration of the event.
- Whether any portion or the entirety of a roadway will be closed.
- An estimate of the expected number of attendees.
- The presence of alcoholic beverages available for consumption at the event.
- Inclusion of fireworks or other pyrotechnics in the event.
- Evaluation of physical security features at the location and the necessity for safety zones (e.g., firework launch area, balloon/helicopter launch or landing area).
- Examination of criminal intelligence pertaining to the risk and threat level associated with the event.
- Anticipation of the potential presence of dignitaries and/or media personnel.
- Assessment of the ease with which public safety resources can access all parts of the venue, taking into consideration the venue layout and concentration of people.
- Consideration of whether similar events in other cities or in the past in the City of Mobile have necessitated crowd control.
- Review of the historical context of your event.

## PRIVATE SECURITY

Your event may not be required by the City of Mobile to provide police personnel, either on-duty or off-duty law enforcement, for your event. If you choose to hire private security personnel, whether for security of your event location or during the event, they should be licensed by the [Alabama Security Regulatory Board](#) as dictated by the [Code of Alabama 1975, Section 34-27C](#).

Private security personnel are not a substitute for police personnel under any circumstances and may be used for internal security only. Only police personnel can be utilized for any traffic control or street-crossing safety guards.

As part of these requirements, private security personnel must:

- Be in uniform.
- Be able to contact emergency services as needed.
- Not consume or be under the influence of alcoholic beverages or other mind-altering substances.
- Remain on site during the event.

If you plan to provide private security personnel for your event in any form, notify the Event Services Coordinator, as the police department should be notified of their presence at the event.



## FIRE & EMERGENCY MEDICAL SERVICES

Event organizers must also consider the fire and medical risks that may be part of their event. The City of Mobile Fire and Rescue Department is tasked with assessing events for these potential risks and working with event organizers to recognize what responsibilities their event may have to its attendees.

Deciding how many firefighters and medical staff are needed or whether fire inspections are required at your event depends on many factors. The Event Services Team reviews things like how many people are expected to come, what kind of event it is, where it is located, what potential weather conditions may be, as well as what has happened at your event or similar events in the past.

Again, the goal is to work together with event organizers to minimize risks while ensuring everyone enjoys the event!

### SAFETY CONSIDERATIONS AND REQUIREMENTS

In determining if Fire or EMS personnel are required for an event, several factors are reviewed including:

- Specifics regarding the time, date, and duration of the event.
- An estimate of the expected number of attendees.
- Presence of alcoholic beverages available for consumption at the event.
- Presence of food trucks, trailers, or tents cooking on site.
- Inclusion of fireworks or other pyrotechnics in the event.
- Potential animal interactions.
- Participant activity, such as a parade or distance event.
- Assessment of the venue, taking into consideration the venue layout and concentration of people.
- Assessment of whether comparable events in other municipalities or historical occurrences within the City of Mobile necessitated the deployment of fire and emergency medical services personnel.
- Review of the historical context of the event.

Additionally, Fire and EMS personnel are required at all events with an estimated attendance of 1,500 or more at an indoor venue or 5,000 or more at an outdoor venue by [City of Mobile Code of Ordinances Section 6-7e](#).

For all events where Fire/EMS personnel are not required, an event organizer may elect to request their services during the Event Application process. Details relating to the cost of Fire and EMS personnel can be found in the [Fees](#) section of the guide.

## EMERGENCY VEHICLE ACCESS

Any event that obstructs or utilizes city streets or public rights-of-way is required to uphold a 20-foot-wide safety lane, free of any tents, structures, amusements, or other obstructions that could impede emergency vehicles from accessing any part of the event or adjacent buildings in case of an emergency.

The Event Services Fire Department representative, as part of the Events Services Approval Team, will verify the site plan during the application process. If any objections arise, the site plan must be rectified before the application can be approved.

## FIRE, FIREWORKS, & PYROTECHNICS

Whether it involves fireworks, pyrotechnics, or open flame grilling, the Mobile Fire Department places a high priority on both your enjoyment and safety. Emphasizing safety as our foremost concern, we want to underscore that fire-related activities, including fireworks, though visually captivating and crowd-pleasing, can escalate quickly. Therefore, event organizers are entrusted with the responsibility of implementing every precaution to prevent hazardous situations while ensuring the crowd can relish the spectacle.

Event organizers are obligated to adhere to all relevant Fire Code requirements, encompassing but not limited to:

- Fire lanes and public safety access
- Placement of tents and canopies
- Theatrical flame or laser performances
- Fireworks, pyrotechnics, and open flames
- Occupant loads, exiting, and egress
- Use of decorative materials and finishes
- Utilization or storage of propane or other equipment types
- Crowd management

## **FIRE & FIREWORK REQUIREMENTS & RESTRICTIONS**

All fireworks or pyrotechnic displays within the City of Mobile are subject to the [City of Mobile Ordinance Section 22-20](#). They must be orchestrated by an insured and licensed professional display vendor who is responsible for applying for and obtaining a fireworks or pyrotechnics permit from the State of Alabama Fire Marshal's office. Prior to the event, the Mobile Fire Department's Inspection Services will assess whether the conditions are suitable for the requested activity. If deemed unsafe, the fireworks, pyrotechnics, or fire will not be permitted at the event.

It's important to note that personal fireworks, including sparklers, are strictly prohibited within City of Mobile limits unless expressly allowed under [City of Mobile Ordinance Section 22-20](#). Event organizers are encouraged to explore alternatives that do not involve sparks or flames, such as flashlights, battery-powered lanterns, electrical/LED light displays, etc.

### **COLD SPARKS/SPARKLERS/GERBS**

Cold sparks, also known as sparklers or gerbs, are generated by burning titanium powder or other powdered metals to produce a shower of sparks that are cooler to the touch than conventional sparklers. Despite their lower temperature, the materials used in creating these sparks have the potential to spontaneously combust. Therefore, Cold Sparks are categorized as pyrotechnics by the National Fire Protection Association. Consequently, their use within the City of Mobile mandates engagement with a licensed professional vendor and obtaining a pyrotechnics permit from the State of Alabama Fire Marshal's office.

### **FIRE & OPEN FLAME**

Any open flame, including but not limited to grills (flat-top, wood burning, charcoal, or gas/propane), chafing dishes (utilized for keeping food hot for extended periods), smokers, and fire pits, must be clearly indicated on the site plan and positioned on a concrete or non-flammable surface. Additionally, the presence of fire extinguishers is required to ensure safety measures are in place.

# FOOD, BEVERAGES, & ALCOHOL

Food, beverages, and alcohol frequently play integral roles in events. Whether it involves distributing bottled water and snacks to participants in a 5K Run/Walk, hosting a catered brunch, or offering fair-style food through food trucks, it is crucial for both the event organizer and the City of Mobile to guarantee the safety of everything made available for consumption at an event by adhering to the following guidelines.

As an integral component of the permit process, the Event Services Team will collaborate with you to assess the necessity of food or alcohol permits based on the nature of your event.

## FOOD VENDORS AND FOOD TRUCKS

If your event is promoted as “open to the public” and involves the service of food and/or beverages, additional permits in addition to your Event Services application may be required.

Public events include county fairs, traveling fairs, holiday fairs, city festivals, entertainment events, cook-offs, fundraising events or any other event that is open to the public. If you advertise the event with flyers, banners, newspaper articles or by any other means, it is considered a public event.

## FOOD & BEVERAGES

Events providing food to the public are required to contact and obtain any necessary food-related permits from the [Mobile County Health Department \(MCHD\)](#) in addition to the City of Mobile’s Event Services Application. These permits are managed in collaboration with the MCHD’s Environmental and Inspection Services Division.

Their office, located at 251 North Bayou Street, Mobile, AL 36652, can be reached by calling 251-690-8116. It is the event organizer’s responsibility to ensure they contact the MCHD and obtain the appropriate permit prior to the beginning of their event.

## FOOD TRUCKS & TRAILERS

Food trucks and trailers are mandated to possess a current Mobile Fire Department fire inspection permit, a City of Mobile Business License or Peddler’s Permit, a Mobile County Health Department food permit, and vehicle registration. Additionally, if an event takes place at a City park, each food truck must obtain a Park Food Truck permit.

For additional information, you can review the [City of Mobile Ordinance Section 57-53](#). Event organizers are required to provide a list of all food trucks during the Event Services application process. The Event Services Team will determine if the food trucks are already in compliance or if the food trucks will need to obtain any of these licenses and permits.

## FOOD SERVICE AND CANOPIES/TENTS

For tents or canopies exceeding 100 square feet, a building permit is mandatory and must be secured at least thirty (30) days prior to the event. Further details can be found in the Canopy & Tent Safety section.

## ALCOHOL PERMITS

The consumption of alcohol at an event is conditional upon receiving both an ABC Board Special Event Liquor License and a City of Mobile Alcoholic Beverage License obtained by the individual, civic organization, or private entity hosting the event. This condition is applicable to all events, regardless of whether they are public or private, and irrespective of admission price or drink cost.

The sole exception is if the event offers alcohol to attendees without charge, including instances where admission to the event is not required or donations are not solicited during the event. In such cases, the event organizer has the option to seek a waiver of the City of Mobile's alcohol ordinance exclusively from the City of Mobile Mayor's Office.

## ABC BOARD SPECIAL EVENT ALCOHOLIC BEVERAGE LICENSE

The State of Alabama Alcohol Beverage Control (ABC) Board offers various Special Event Alcoholic Beverage Licenses, including Special Event Beer and Wine (per event, per bar), Special Event Liquor Drink (per event, per bar), and Special Event Liquor Auction (per event). Applicants must be at least 21 years old and residents of the State of Alabama to obtain an Alcoholic Beverage License. Applications for a Special Event Alcoholic Beverage License must be submitted to the State of Alabama Alcoholic Beverage Control Board at least sixty (60) days before the event. Upon obtaining approval from the State ABC Board, a state license will be issued for the event.

To obtain an application and more information, event organizers can contact the ABC Board's local Licensing Division Office, located at 5660 Highway 90 West, Theodore, AL 36582, by calling 251-653-0015. Additionally, the event organizer may contact the ABC State Licensing and Compliance office at 334-213-6300 or emailing [enforcement@abc.alabama.gov](mailto:enforcement@abc.alabama.gov).

## CITY OF MOBILE ALCOHOLIC BEVERAGE LICENSE

The Event Services Team's Revenue representative will determine if an event is required to obtain a City of Mobile Alcoholic Beverage License based on the factors mentioned above. Upon notification of this requirement, the event organizer will be provided an application form which must be submitted before the scheduled event, and the issued license is required prior to the scheduled event. This license requires the organizer to have already obtained the ABC Board's Special Event Alcoholic Beverage License.

## EXCEPTIONS

As noted previously, events in which alcoholic beverages are present or offered at no cost to event attendees in any form are not required to obtain either an ABC Board Special Event Liquor License or a City of Mobile Alcoholic Beverage License. The Event Services Revenue representative will make this determination based on the event organizer's application, and the event organizer will be notified of these requirements in their initial estimate.

## ADDITIONAL ALCOHOL REQUIREMENTS

If alcohol is accompanied by condiments, mixers, or ice, a Temporary Food Event Permit may be necessary.

When serving, selling, or consuming liquor (excluding beer or wine) at the event, temporary fencing or barricades must be installed to limit access to the sales/service area to adults aged 21 or older.

If the event involves the sale or consumption of alcohol and any part of the event takes place on private property, the event organizer is responsible for obtaining approval from the property owner for such activities. If the event takes place at a City park, a leasing agreement between the Mobile Parks and Recreation Department must be obtained. As part of the application process, this will be provided to you by the Event Services Coordinator.



# INSURANCE REQUIREMENTS & INDEMNIFICATION

## EVENT INSURANCE

As part of your Event Services the application process, this will be provided to you by the Event Services Coordinator. The following insurance coverages are required:

- Commercial general liability insurance coverage with a minimum of \$1,000,000.00 combined single limit per occurrence.
- If automobiles or inflatables will be used, additional coverage with a minimum of \$1,000,000.00 combined single limit coverage per accident, including owned, hired, and non-owned automobiles and inflatables.
- If any alcohol will be served, liquor liability coverage must be obtained and is subject to Alabama statutory limits.
- If your event has employees, Worker's Compensation insurance must be obtained and is subject to Alabama statutory limits.
- You must agree to endorse the City of Mobile as an additional insured on the general liability, auto, and liquor liability policies and to include a copy of each endorsement with the certificates of insurance.

## INDEMNIFICATION

As part of your application's quote, you will be provided with an indemnification agreement that includes the following information:

- Event organizers are responsible for all damage done to City property during the event, its set up, and its cleanup, regardless of who causes the damage or how it was caused.
- Event organizers must agree to defend, indemnify, and hold harmless the City of Mobile as well as its officials, employees, and representatives for all claims caused by or arising out of the activities approved for your event.
- Event organizers must certify that all information is true and correct to the best of their knowledge.
- Event organizers must also acknowledge that the City of Mobile is authorized to suspend or revoke your event approval and related permits if issued in error or on the basis of incorrect, inaccurate, or false statements or misrepresentations as well as any violations of ordinance, regulation, or provision of the City of Mobile Municipal Code, the Comprehensive Zoning Ordinance, the International Building Code, or International Fire Code as adopted by the City of Mobile.
- If event organizers provide any false or misrepresent any information for their event, they are responsible for all fines and penalties as assessed in accordance with the City of Mobile ordinances and regulations and State of Alabama statutes.
- Event organizers are responsible for reporting any change in the scope of their event to the Event Services Office immediately.
- Changes in the scope of their event may require additional permits for event organizers.

This agreement must be returned to the Event Services Office to receive approval of your Event Services request.





## NOISE ORDINANCE WAIVERS

Whether your event is an outdoor concert, a community festival, or even a public assembly, your event is responsible for complying with the City's noise ordinance, found in [City of Mobile Code Section 39-96](#).

The noise ordinance is intended to maintain peace, tranquility, and quality of life for residents and visitors in Mobile. However, there are instances where exceptions can be made through the issuance of a noise ordinance waiver by the City of Mobile Council. In general, the following circumstances require a noise ordinance waiver:

- Your event will have sound that is plainly audible 50 feet or more from a residence, public street, or right-of-way between 6:00 am and 10:00 pm.
- Your event's sound will exceed 85 db(a) at any property line of a residential area, public street, or right-of-way.

It is recommended that you apply for a waiver of the City's noise ordinance if your event plans to have any type of sound system, musical instruments, or other loud noises. As part of your event application, you may be advised to complete the noise ordinance waiver request form. The Event Services Team will assist you in obtaining its approval through the City of Mobile Council.

## PARK FACILITIES

The outdoors provide an ideal venue location for all types of events: festivals, concerts, markets, athletic tournaments, and more. With over 70 parks available in the City of Mobile, there's a suitable location for almost any event. The Parks and Recreation Department oversees these valuable public spaces, aiming to strike a balance between allowing for community, cultural, and recreational events while also preserving the parks' natural beauty and amenities for everyone to enjoy.

If your event is held in a park, the Event Services Team will review your application and site map to ensure it aligns with the following guidelines and requirements.

### TURF PROTECTION

When possible, all structures (including tents, stages, risers, viewing stands, and dance floors) should be placed in hardscape areas to avoid damage to park turf. When structures must be placed on the park turf, appropriate ground protection should be used as described below:

- 1/2" polyethylene ground protection mats or 1/4" plywood should be used for surface areas where large groups will congregate for prolonged activities such as pathways, dancing, etc. in order to mitigate the damage from constant foot traffic flow.
- 3/4" plywood, minimum size 2'x2' or larger, is required for each point of contact between large structures' supports and the park turf in order to distribute the weight of the structure and prevent damage to the turf and the sprinkler systems.

A limited number of polyethylene ground protection mats are available for rent from the Parks and Recreation Department. See the Fees section of this guide for further information.

### VEHICLES

No vehicles are allowed within the park unless turf protection mats are used, or prior written authorization has been received by the Event Services Team. This includes golf carts, forklifts, and any other similar motorized vehicles.

### ELECTRICITY

Electrical capacity at park facilities is limited. Electrical needs beyond that of the park's capacity are the responsibility of the event organizer to provide. Electrical needs can be indicated on the site map to verify that the park has the capacity needed for your event.

## PARK CLEAN UP

Park personnel can be requested based on availability to assist in event clean-up for an additional charge. The number of personnel needed for each event is determined by several factors in your application including the number of attendees, whether food will be part of the event, and how long the event will last. This number will be determined by the Event Services Team's Parks representative. See the Fees section of this guide for further information.

## PARK LOCATIONS

Parks and Recreation locations include event parks, community parks, amphitheaters, performing arts pavilions, and athletic fields. While these locations can serve multiple purposes, they are classified according to their primary uses and fees vary based on the type of park facility.

Event park locations available include:

- Bienville Square
- Cooper Riverside Park
- Spanish Plaza
- Cathedral Square
- Mardi Gras Park
- Dow Amphitheater
- Mobile County Bicentennial Pavilion
- Langan Park Performing Arts Pavilion

Athletic fields feature a variety of field types:

- Grass fields
- Synthetic turf fields
- Baseball/softball fields
- Football fields
- Soccer fields
- Lacrosse fields
- Open athletic fields that can be catered to your needs

These and all other park facilities available can be viewed along with their amenities on the Parks and Recreation Department's website [here](#).

See the [Fees](#) section for more information on rental rates.

## PARKING

Ensuring event participants have adequate parking, whether for the vendors and suppliers, for your organization's staff, or for the event attendees, is integral to planning an event. When hosting an event in downtown Mobile, parking availability can become an even greater logistical challenge. Options for event organizers include reserving metered parking (commonly referred to as bagging meters) and paid parking lot rentals.

The City of Mobile has several resources, including online and in-person, that you can access to assist you with parking information:

- The City of Mobile Parking Office (Reimagined Parking) can be reached at 251-438-9132 or in person at 300 Dauphin Street, Mobile, AL 36602.
- City of Mobile Parking Information
- Downtown Mobile Alliance Parking Information

Contacting the City of Mobile Parking Office is the first step in either of these requests. For all bagged meter requests, the following information is needed:

- The dates the meters should be reserved.
- The quantity of meters requested to be reserved.
- The serial number of each meter requested.

Please note, unmetered parking spaces are unable to be reserved.

## PUBLIC ASSEMBLY NOTIFICATION

Sometimes, your event is organized to exercise your First Amendment rights to free speech and public assembly. While welcoming people from all walks of life to engage in public assembly, the City of Mobile also has a responsibility to ensure the safety and wellbeing of everyone involved, and as such, requires that all public assemblies should be in compliance with the [City of Mobile Code of Ordinances Section 49, Article I](#).

When you complete your Event Services application, it ensures that the Public Safety departments are notified and available to assist in protecting the safety of everyone involved – those participating and those observing.



## REVENUE

Whether your event is an outdoor festival with vendors selling their artwork or a fundraising event relying on donations, revenue may play a large role in your event. Depending on the details you provide in your application, your event may encounter requirements related to revenue and taxes. The Event Services Team's goal is to assist you as you navigate through this sometimes overwhelming process.

### SPECIAL EVENT REVENUE LICENSE

The City of Mobile requires each event to hold a Special Event Revenue License for any event that will have revenue, whether for-profit or not-for-profit per the [City of Mobile Code of Ordinances Section 34](#). This license requires each event to pay all taxes due from any revenue generated by your event including the sale of any merchandise, food, alcohol, etc. The cost of this license varies based on the number of vendor booths at your event. Please see the Fees section for further information.

### TAX DEPOSITS

As part of the Special Event Revenue License, your event will need to post a tax deposit in the form of a tax bond or certified funds to be held with the City of Mobile Revenue Department. The amount of the tax bond required is also based on the number of vendors participating (whether selling merchandise or not). For events with up to 75 vendors, the tax bond required is \$5,000. For events with 76 or more vendors, the tax bond required is \$10,000. The tax bond can be obtained from any insurance company, and a copy of it should be submitted with your Special Event Revenue License Application. Your event may also provide a certified check made out to the City of Mobile Revenue Department to be held by the department in lieu of a tax bond as well.

### EVENT TAXES & REMISSION

Along with issuing your Special Event Revenue License, the Revenue Department will provide you with a tax envelope for each vendor participating in your event. You will be required to distribute these envelopes to each of your vendors to allow them to remit all taxes collected during your event. Each vendor will be responsible for providing their business and contact information on the front of this envelope. As part of this process, you are responsible for collecting these envelopes and remitting them to the Revenue Department within ten (10) days after the conclusion of the event. Your tax bond or certified funds will then be released back to you.

## CHARITABLE, CIVIC, OR EXEMPT ORGANIZATION SALES

Your event may be part of a charitable, civic, or other tax-exempt organization. If so, your event will need to provide documentation providing proof of your organization's tax exempt status. Upon approval by the Revenue Department, your event may receive your Special Event Revenue License at a reduced, tax-exempt rate if all proceeds from your event will be used towards a charitable, civic, or other tax-exempt purpose. Please note, your event may still be responsible for remitting taxes on all non-tax-exempt sales and to provide a tax deposit as detailed above.

## ALCOHOLIC BEVERAGE LICENSE

For some events, alcohol adds yet another layer of enjoyment to its attendees. If this sounds like your event, you will be required to obtain a City of Mobile Alcoholic Beverage License from the Revenue department. This can be a lengthy process, and event organizers are encouraged to begin this process early in their event planning; however, the following steps can give you an overview of this process:

- Applying for a Special Event Alcoholic Beverage License from the State of Alabama Alcohol Beverage Control (ABC) Board
- Applying for an Alcoholic Beverage License from the City of Mobile's Revenue Department
- Obtaining approval by the City of Mobile's Council
- Receiving approval letters from the Revenue Department to provide to the ABC Board

Further information will be provided by the Event Services' Revenue Liaison if your event will be required to obtain this license. Detailed fee information can be reviewed in the [Fees](#) section of this guide.

## SANITATION & WASTE MANAGEMENT

Ensuring cleanliness at your event is critical for the well-being and enjoyment of your attendees. As part of your event application process, you will be asked to outline a plan to manage sanitation and waste, both during and after your event, often referred to as a clean-up plan. The following guidelines are crucial to meeting the sanitation and safety standards required for events in Mobile. Neglecting these standards could leave your event in a stinky situation!

### PORTABLE RESTROOMS

When there aren't permanent restrooms available for people at an event, portable restrooms are required. Portable restrooms, also known as chemical toilets or portalets, can be rented from local companies. Event organizers must arrange for portable restrooms through a suitable vendor, as the City of Mobile does not offer this service. It is essential to comply with the guidelines outlined by the Portable Sanitation Association International (PSAI), which can be accessed [here](#).

In accordance with the Americans with Disabilities Act (ADA), at least one ADA-compliant portable restroom is required for every twenty standard units at the event location. Additionally, there should be one ADA-compliant restroom within each grouping of portable restrooms.

The chart below can assist in determining the appropriate number of units based on the event's duration and expected attendance if no pumping service is provided during the event; however, further information can be accessed on the PSAI's site [here](#).

Average Crowd Size	AVERAGE HOURS AT THE EVENT									
<b>500</b>	1	2	3	4	5	6	7	8	9	10
<b>1,000</b>	2	4	4	5	6	7	9	9	10	12
<b>2,000</b>	4	6	8	8	9	9	11	12	13	13
<b>3,000</b>	6	9	12	16	20	24	26	30	34	38
<b>4,000</b>	8	13	16	22	25	30	35	40	45	50
<b>5,000</b>	12	15	20	25	31	38	44	50	56	63
<b>10,000</b>	15	25	38	50	63	75	88	100	113	125
<b>15,000</b>	20	38	56	75	94	113	131	150	169	188
<b>20,000</b>	25	50	75	100	125	150	175	200	225	250

Remember: If the expected attendance of your event is less than 500, the minimum required number of portable restrooms is 1 standard unit and 1 ADA-compliant unit. For most events of this size, we recommend placing 3-4 units (depending on the duration of the event).

## WASTE MANAGEMENT

Your event's participants can produce a surprising amount of garbage and debris. This needs to be considered during the event planning process. Access to garbage receptacles and frequent emptying of those receptacles are integral to maintaining a clean and pleasant experience for your guests and ensuring the event space is clean and in good condition after the event has ended.

During the event application process, you will be asked to provide a waste management or clean-up plan. This should include the following details:

- Approximate number of garbage receptacles (including any dumpsters).
- Location of any dumpsters.
- Plan/schedule for emptying garbage during the event.
- Plan for disposal and removal from the location after the event.
- If one is being used, the name and contact information of the waste management company or dumpster contractor. Additionally, proof of this contract or invoice will be required prior to your Event Application's final approval.

The number of garbage receptacles your event needs can vary based on many factors including the type of the event, the length of the event, and whether your event plans to use can liners to empty trash cans into a dumpster. A general rule of thumb to calculate the amount of trash generated by your event is expecting 1 pound of trash generated per person. If your event is expected to generate more trash, such as an event with large food-related waste, you may need to increase this estimate. If your event will have minimal waste, you will be able to reduce this estimate. Your clean-up plan will be evaluated by the Event Services Team prior to application approval; if needed, they will provide any alterations to your plan before your request is approved.

Please note, the City of Mobile does not offer event clean-up services, except in very limited circumstances, so it is important for event organizers to plan accordingly. Park facilities do offer some clean-up services based on availability. See the Park Facilities section of the guide for more information. The event organizer is responsible for any expense incurred by the City for clean-up of trash or remediation of environmental pollution or hazards resulting from their event that they do not clean up themselves. These fees are calculated by actual costs incurred by the City for personnel and equipment used during cleanup. See the [Fees](#) section for more information.

## RECYCLING

While not required, the City of Mobile encourages event organizers to consider recycling as part of their waste management plan. Providing recycling receptacles at your event to reduce the amount of waste that goes to the landfill is one of many ways your event can be eco-friendly. Recycling materials must be sorted according to guidelines provided by the Mobile County Recycling Center. These materials can then be dropped off at the facility, located at 7450 Hitt Road, Mobile, AL 36695. For more information, you can reach the Mobile County Recycling Center at 251-459-8426.





## **WATER ACCESS**

The City of Mobile does not provide water access for events. It is the responsibility of the event organizer to obtain access to any water needed for the event. Event organizers may reach out to the Mobile Area Water & Sewer System (MAWSS) to obtain a temporary fire hydrant access by applying online [here](#) or calling 251-694-3100 for more information.

