



MPRD Special Events Permit Request Form

Name and/or Organization Name: _____

Event Name: _____

Point of Contact: _____

Address:

Street: _____

Address Line 2: _____

City, State, Zip: _____

Phone Number: (_____) _____ - _____

Email: _____

Organization's Website: _____

Does your Organization have 501(3)© status?

Yes

No

Event Type (Select at least one option):

Athletic

City of Mobile Sponsored

Concert

Church

Festival

Holiday

Partnership

Tournament

Other

If Other, please explain: _____



Number of Expected Participants:

___ 1-50

___ 51-100

Expected number of participants if over 100? _____

Event Description:

Is this a first-time or annual event? If annual, list any changes that may have occurred

List all Date(s) and Times(s)

Include the set-up and breakdown time for each date

Indoor Facilities:

**Community Centers Multi-Purpose Room and Gym available for use*

___ ALLComplex

___ Connie Hudson Senior Center

___ Dotch*

___ Harmon-Thomas*

___ Hillsdale*

___ James M. Seals, Jr.*

___ Laun Park

___ Michael A. Figures*

___ Newhouse Park

___ Parkway

___ Rev. Robert L. Hope*

___ Rickarby Park

___ Spring Hill*

___ Thomas Sullivan*

___ Tricksey



Outdoor Facilities

**Electricity available for an additional fee*

- | | | |
|---|---|--|
| <input type="checkbox"/> Arlington | <input type="checkbox"/> Bienville Square* | <input type="checkbox"/> Cathedral Square* |
| <input type="checkbox"/> Cooper Riverside* | <input type="checkbox"/> Crawford | <input type="checkbox"/> Denton |
| <input type="checkbox"/> Doyle | <input type="checkbox"/> Dog River | <input type="checkbox"/> Harmon |
| <input type="checkbox"/> Henry Aaron | <input type="checkbox"/> Herndon-Sage | <input type="checkbox"/> Hillsdale |
| <input type="checkbox"/> Josephh N. Langan Pavilion | <input type="checkbox"/> Joseph N. Langan Performing Arts Amphitheater* | |
| <input type="checkbox"/> Kidd | <input type="checkbox"/> Laun | <input type="checkbox"/> Lavretta |
| <input type="checkbox"/> Lyons | <input type="checkbox"/> Mardi Gras Park* | <input type="checkbox"/> McCants-Shavers |
| <input type="checkbox"/> McNally | <input type="checkbox"/> Medal of Honor Park* | <input type="checkbox"/> Michael Dow Amphitheater* |
| <input type="checkbox"/> Mitternight | <input type="checkbox"/> Mobile County Bicentennial Pavilion | <input type="checkbox"/> Newhouse |
| <input type="checkbox"/> Rickarby | <input type="checkbox"/> Seals (Texas St.) | <input type="checkbox"/> Stotts (Demetropolis) |
| <input type="checkbox"/> Sullivan (Peters) | <input type="checkbox"/> Taylor | <input type="checkbox"/> Theodore (Heroes) |
| <input type="checkbox"/> Trimmier | <input type="checkbox"/> Trinity Gardens | <input type="checkbox"/> Other |

If Other, please explain: _____

Are there any Sponsors for this event?

If so, include their contact information



Will your event require the use of a kitchen?

Yes

No

Will your event have live music or amplified sound?

If yes, you will need a noise ordinance waiver from the City Council.

Yes

No

Will you need access to electricity?

Yes

No

Other, If other please explain _____

Do you plan to provide beer, liquor, or wine?

Any event providing alcohol will require additional city support (Police, MPRD Ambassadors, etc.)

Yes

No

Do you plan to sell beer, liquor, or wine?

Any event selling alcohol will require additional city support (Police, MPRD Ambassadors, etc.)

Yes

No



Usage fees, electrical fees, and damage deposit fees are charged for Bienville Square Gazebo, Cathedral Square, Cooper Riverside Park, Dow Amphitheater, Mardi Gras Park, the Mobile County Bicentennial Pavilion at Medal of Honor Park, the Performing Arts Pavilion at Langan Park, and ALL indoor facilities.

To secure a permit the damage deposit is due immediately upon receipt of invoice.

*MPRD must receive the damage deposit for all annual events at least six months in advance; otherwise, the permit request is subject to forfeiture.

MPRD must receive all additional fees 14 days before the day of the permitted event.

For cancellations, email mprdpermits@cityofmobile.org.

Any cancellation requests received within 14 days of the event will result in forfeiture of the damage deposit.

All fees will be forfeited for any cancellation received within 72 hours of the event.

Fees must be paid by cash, money order, credit, or debit card. Merchant Processing fees are nonrefundable.

Deposits paid by cash, money order, or cashiers check will be funded by check. Processing and receiving of refund may take up to fifteen business days.

No selling of merchandise, food, or beverages allowed on the park grounds without a MPRD permit.

No food or drinks are allowed under the Performing Arts Pavilion or the Mobile County Bicentennial Pavilion.

All events consisting of seventy-five people or more or will serve alcohol will require uniformed police officers/sheriffs.

MPRD is not responsible for any items used before, during, or after an event.

City Ordinance prohibits (1) USE OF ALCOHOLIC BEVERAGES & LOUD AMPLIFIED MUSIC in the parks. The party using the Park facility has been informed of the Noise Ordinance adopted by the City Council of the City of Mobile and signed by the City Clerk and will be in full force and effect from and after its adoption date of August 2, 1994.

The City of Mobile does not guarantee electricity or electrical hookups at any park except for the above mentioned facilities (*).

The City of Mobile does not provide emergency electrical services during the weekend.



The City of Mobile does not provide any water connections for any outside personal equipment at any parks.

MPRD does not allow any vehicles on the grass, and if violations occur, the permit holder's damage deposit is subject to forfeiture.

Any facilities left unclean will result in an automatic forfeiture of the damage deposit.

Signature

Date