



**US Army Corps  
of Engineers**  
Mobile District



## SPECIAL EVENT APPLICATION

<b>Sponsoring Organization:</b>  Is this a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Contact Person:</b>  
<b>Sponsor Address:</b>  (check here if this is return mail address) <input type="checkbox"/>	<b>Contact Person Address:</b>  (check here if this is return mail address) <input type="checkbox"/>
Is there a fee charged to participants? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the fee? \$	<b>Phone # (Home)</b> (    )-    - <b>(Cell)</b> (    )-    - <b>(Work)</b> (    )-    -
Is there a fee charged to spectators? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the fee? \$	<b>E-mail:</b>
<b>Name of Event:</b>	<b>Type or Event of Activity:</b>
<b>Date(s) of Event / Dates of Similar Events:</b> 1. 2. 3. 4. 5.	<b>Time of Event (start and finish):</b> 1.        to 2.        to 3.        to 4.        to 5.        to
<b>Number of Participants:</b>  <b>Number of Participating Boats (if applicable):</b>  <b>Number of Monitoring/Safety Boats (if applicable):</b>	<b>Number of Spectators (if applicable):</b>  <b>Number of Spectator Boats (if applicable):</b>
<b>Corps Project / Proposed Location</b> <sup>(Staging Area)</sup> of Event	<b>Location of Water to be used (nearest mile marker)</b>

With full knowledge and understanding of the risks involved, I agree to hold the US Army Corps of Engineers, the Federal Government, any agency of the Federal Government, officers, agents, servants, employees and contractors of the US Army Corps of Engineers/Federal Government harmless for any for damage to property or injury to persons resulting from the event.

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

Signature of Sponsor's Representative: \_\_\_\_\_

**\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\***

APPLICATION STATUS	APPROVAL ACTION
<b>Date Received:</b>  <b>Payment Amount Included:</b>  <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Incomplete Information  <b>Reviewing Officials Signature:</b> _____	<b>Special Events Permit Permit Number(s):</b>  <b>Special Events Permission Permission Number:</b>

## SPECIAL EVENTS - GUIDELINES AND CONDITIONS

**GENERAL.** The sponsoring organization must obtain written approval from the applicable U.S. Army Corps of Engineers Project Office prior to the event date. The application/approval will describe the nature of the event, the starting and closing date, the location or areas desired for the event, and other pertinent information.

**QUALIFICATIONS FOR PERMIT.** In order to qualify for a special event permit, the event must contribute to the enjoyment of the public and comply with established land use classifications.

a. The following requirements apply:

(1) The right to charge is based on the sponsor providing parking assistance, adequate policing for crowd supervision and control, and other services required for the health and welfare of the visitor. The sponsoring agency must meet bonding, insurance, and other requirements unique to the local area.

(2) No costs shall accrue to the government.

(3) Private use of the project lands will not preempt public use of project recreational resources.

(4) The permitted site will be fully restored to prior conditions by the permittee. A performance bond may be provided to cover potential damages and maintenance cost. Forty-eight hours will be allowed in which to clear the permitted site after the event closes.

(5) The operations project manager will determine the number of hours per day the event may take place, however, the permit will be limited to four days with a prohibition against holiday use. District commanders may make special exceptions on a case-by-case basis.

(6) Collection of any funds in connection with the event must be approved by the district commander prior to issuance of the permit. Collections of entry fees in excess of actual total costs will be paid to the Corps for legal disposal unless surplus proceeds are used for benefit to the project. A collection cost analysis will be provided by the sponsor within 30 days following the event. The government reserves the right to audit the sponsor's records.

(7) Concession permits may be granted to requesting organizations only in the absence of a licensed concessionaire at the permitted site or the concessionaire's inability to supply the needs of the proposed activity.

b. Admission to view the event must not be limited to membership of the sponsoring group, nor will any discrimination be made against a person because of race, creed, sex, or national origin in conducting activities. Special event permits will include the following condition relating to discrimination:

"Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, or age. Participation in the event may be limited to members of the sponsoring group provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex or age. Request for special events permits citing "special circumstances" for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification. This may be appropriate for activities such as contact sports and sports such as tennis, golf, or competitive swimming. Fishing tournaments do not qualify for discrimination based on gender."

c. The United States Government is not responsible for damage to property or injury to persons attending the event. The permittee will be responsible for health and safety requirements of participants.

d. The permit request must be in accordance with applicable Federal, state, and local laws.

The permittee acknowledges inspection of the premises, knows its condition and understands that use is granted without any representation or warranties whatsoever and without any obligation on the part of the United States. With full knowledge and understanding of the above and the risks involved, the permittee agrees to hold the US Army Corps of Engineers, the Federal Government, any agency of the Federal Government, officers, agents, servants, employees and contractors of the US Army Corps of Engineers/Federal Government harmless for any damages to property or injuries to persons which arise from or are incidental to the exercise of the privileges herein granted and shall be held harmless from any and all such claims.

**SPECIAL EVENTS PERMIT FEE:** A minimum \$50.00 fee is charged for each special events permit. Additional fees may be required.

**APPLICATION PROCESSING:** Special Events Applications should be submitted to the applicable Corps project office at least 30 days prior to the proposed date of the event. Requests with unique requirements or conditions may require additional time to process. Advance coordination with the project special events coordinator by telephone may be warranted. Requests may be accepted no more than 12 months in advance and will be considered on a first received basis. Checks for special events permits should be made payable to USACE F&A Officer.

### Privacy Act Statement

The Privacy Act of 1974 requires that each individual asked for required to furnish personal information be advised of the following:

Authority: 5 P. L. 93-579

Purpose: To provide a contact in connection with permit activities.

Routine Uses: Permit is issued under the direction of the U.S. Army Corps of Engineers, Mobile District. The name and address of those who obtain the permit are not reported, but are kept on file at the project office to provide a point of contact in case of emergency. This information is not maintained alphabetically or by other personal identifier. Disclosure of information is voluntary. Failure to provide the requested information will preclude issuance of a permit.