



# How to... request rentals of City streets and sidewalks

## PERMITTED RENTALS

1. Performing Arts events, when sponsored by a non-profit organization for the benefit of the non-profit organization or the public.
2. Festivals: an event with the primary theme being the subject of a national, ethnical, artistic, biographical or seasonal theme. Food may be offered in conjunction with permits and regulations of the City's revenue office and the Baldwin County Health Department.
3. Walks, runs and bicycle rides.

## COMPLETE AN APPLICATION

Access applications at [FairhopeAL.gov](http://FairhopeAL.gov) under Departments - Rental Facilities. Click on the "STREETS RENTAL PACKAGE" link to access the entire application, including the City ordinance that governs this action.

Completed application packets must include:

- Route/Map
- Formal letter to Fairhope City Council requesting the street closure.
- Liability insurance naming the City of Fairhope as additional insured at least 30 days before the event
- Proof of security hired through the Fairhope Police Department
- 75% of the signatures of all businesses and residents directly affected by the projected street closure
- Final event details approved by the City's Site Coordinator

## SUBMIT PAYMENT

Cost for the rental includes \$150 for the first 4 hours of the rental and \$75 per hour for every hour thereafter. Mandatory rental deposits of \$500 for fewer than 50 participants and \$1,000 for more than 50 participants are required.

If electrical or water services are required, a one-time fee of \$50 will be charged. If a utility representative is called out after hours or on the weekend, the renter will be charged a fee for the service rates. All electrical/water needs must be taken care of with the City's Site Coordinator prior to the event. Other fees may apply.

**Applications, including all supporting documents, must be submitted to the City at least 12 weeks prior to the requested event date.**

