



HUNTSVILLE
The Star of Alabama

Huntsville Special Events Process

The following information is provided for those individuals or groups seeking to sponsor a special event inside of the City of Huntsville. If your event might disrupt normal traffic flow of vehicles or pedestrians on any city street, right of way, or sidewalk-- contact the City of Huntsville Special Events Coordinator to assist you in facilitating all the events needs and compliance with all Municipal Ordinances. The HPD City coordinator is [Lt. Mark McMurray](mailto:mark.mcmurray@huntsvilleal.gov) at 427-5580 or mark.mcmurray@huntsvilleal.gov. You can obtain a "Special Event Permit Application" or "Demonstration Reservation Permit" at: <http://www.hsvpolice.com/Special-Events.htm>

Once the Permit Application has been submitted, it will be reviewed and approved by the [Huntsville Police Department](#), [The Huntsville Fire & Rescue Department](#), [The Huntsville Parking and Transportation Department](#) and [The Huntsville Traffic Engineering Department](#). Once approved, the Chief of Police will sign the permit with the permittee.

More information involving Special Event Requirements:

If your event will require extra-duty security from the Huntsville Police Department contact the HPD Off-Duty Police Coordinator [Amanda Hearn](mailto:amanda.hearn@huntsvilleal.gov) at 256-427-7157 or amanda.hearn@huntsvilleal.gov

To view the Code of Ordinances of the City of Huntsville, Alabama concerning how it affects your event, go to www.ci.huntsville.al.us and click on "Search City Laws - Online Database". For the special event administration go to Chapter 23, streets, sidewalks, and public places and open Article VI, Special Events. For information concerning the special event aircraft landing permits and restrictions, go to chapter 6, Aviation Article 1 in General.

If your event will involve a large gathering of people or large sporting events, medical personnel are recommended to be on site. Contact [HEMSI](mailto:akirshner@hems.org) coordinator [Anita Kirshner](mailto:akirshner@hems.org) at akirshner@hems.org or 256-518-2247.

If your event will be held on, in or around any city park including Big Spring Park, John Hunt Park or the Jaycee's Building you will need to contact [Huntsville Recreational Services](#) in reference to availability of property. Huntsville Recreation Services Events Programmer is [Steve Ivey](mailto:Steve.Ivey@huntsvilleal.gov) 256-883-3728 or fax 256-883-3749

If alcohol will be served at your event, you will need to contact the City of Huntsville Business License Department. City Business/Privilege license information can be obtained at 256-427-5088 or at http://www.hsvcity.com/clerk/priv_lic.php State of Alabama Beverage Control Enforcement Laws can be researched at: <http://www.alabamaadministrativecode.state.al.us/docs/abc/index.html> or by contacting a local ABI agent at 256-726-0401.

If your event will include the sale of goods or services or vendors selling items, contact the [City of Huntsville Clerk Treasurer's Privilege Licenses Department](#) at 427-0401.

If your event will involve the sale or cooking of food on-site, you will need to contact the [Madison County Health Department](#) for compliance with regulations and inspections. Contact should be made with [Cheryl Edge](mailto:Cheryl.Edge@madisoncountyga.gov) at 256-533-8746 or 256-533-8726.

If your event will have any amount of litter or garbage or be interested in recycling you will need to contact the [Huntsville Operation Green Team](#) at 256-53-CLEAN (532-5326) or e-mail green.team@huntsvilleal.gov

If your event involves the use of pyrotechnics or fireworks you will need to contact [Insp. George Daigle](#) with Huntsville Fire and Rescue at 256-427-5334.

If you are interested in renting space at the [Von Braun Center](#) for any event contact [Brandi Quick](#) at 256-533-1953.

If you are interested in renting space at [Hsv Early Works Museum](#), [Historic Huntsville Depot](#), Hsv [Humphrey's Rodgers House](#), [Alabama Constitution Village](#) contact [Nita Farquhar](#) at 256-564-8113.

For a comprehensive calendar of Special Events throughout Huntsville and Madison County scheduled for the next few months and year, go to <http://ourvalleyevents.com/>.

For information on reservations for Special Events to be held at the United States Space and Rocket Center contact Claudia Jones (Director of Special Events) 256-721-7131 or Lindsey Lee (Special Events Coordinator) 256-721-7183 at [USSRC](#).

For information on the City of Huntsville Noise Ordinance compliance contact [Danny Shea](#) the [Natural Resources](#) Director at the City of Huntsville, 256-427-5750 or fax 256-427-5751.

For information on events which might take place on the property of the [Madison County Courthouse](#) Square, contact Howard Bates 256-532-3492.

For information on [Zoning Restrictions](#) contact City of Huntsville Zoning Enforcement Coordinator [Chester McCutcheon](#), office 256-564-8008, fax 256-564-8031