



SPECIAL EVENT APPLICATION FOR PUBLIC PROPERTY

Plaquemines Parish Government
333 F. Edward Hebert Blvd. Bldg #100
Belle Chasse, LA 70037

Form fields for event details: TODAY'S DATE, TYPE OF EVENT, FACILITY/LOCATION REQUESTED, RENTAL \$, DEPOSIT \$ PAID, YOUR NAME, FULL MAILING ADDRESS, DAY TELEPHONE, EVENING PHONE, ORGANIZATION, FULL STREET MAILING ADDRESS OF APPLICANT, NON-PROFIT, FEDERAL ID # (501C), PROFIT, TAX ID #, NAME OF EVENT, PURPOSE OF EVENT, PHYSICAL ADDRESS OF EVENT, EVENT STARTING DATE, STARTING TIME, ENDING TIME, EVENT ENDING DATE, STARTING TIME, ENDING TIME, NAME OF PROMOTIONAL COMPANY, AMUSEMENT RIDES, CIRCUS OR FAIR: NAME, TELEPHONE

ALL AMUSEMENT ATTRACTIONS/RIDES FOR A FAIR MUST SHOW PROOF OF INSURANCE:

INSURANCE REQUIREMENTS: The EVENT ORGANIZER shall purchase and maintain the following insurance: Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence bases. Certificate of Insurance must include a Waiver of subrogation and Plaquemines Parish Government must be named as an Additional Insured. Events with Alcohol: Certificate of Insurance must include liquor liability coverage. Prior to activities commencing, the EVENT ORGANIZER shall furnish the Parish with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement. ALL AMUSEMENT ATTRACTIONS/RIDES FOR A FAIR MUST SHOW PROOF OF INSURANCE AND PROVIDE CERTIFICATE OF INSURANCE PRIOR TO ACTIVITIES COMMENCING.

INSURANCE CO. POLICY # TELEPHONE

MARK ITEMS TO BE SOLD AT EVENT LIQUOR PERMIT - RECEIVED WITH APPLICATION
BEER LIQUOR BEER OR LIQUOR OBTAINED WHOLESALE OR RETAIL
BEER OR LIQUOR WILL BE DONATED BEER OR LIQUOR WILL BE: SOLD OR SERVED
BEVERAGES FOOD LIVE MUSIC ANIMALS MECHANICAL AMUSEMENT RIDES
OF CRAFT BOOTHS # OF TENTS

SIGNATURE OF APPLICANT
(21) YEARS OF AGE OR OLDER

APPLICATION MUST BE RECEIVED BY THE PLAQUEMINES PARISH GOVERNMENT, BUILDINGS DEPARTMENT AT LEAST 30 DAYS PRIOR TO THE EVENT DATE. APPLICATION MUST BE COMPLETED IN FULL AND SIGNED BY PERSON APPLYING (21) YEARS OR OLDER.

CARRYING AND/OR THE PUBLIC CONSUMPTION OF ALCOHOLIC BEVERAGES FROM ANY OPENED GLASS OR METAL CONTAINER WILL BE WAIVED ONLY AT, DURING AND FOR SAID SPECIAL EVENT.

DO NOT WRITE BELOW THIS LINE

APPROVED THIS DAY OF PLAQUEMINES PARISH SHERIFF'S DEPARTMENT
APPROVED THIS DAY OF PLAQUEMINES PARISH GOVERNMENT PARISH PRESIDENT

DISTRICT COUNCIL MEMBER: DIRECTOR OF PUBLIC SERVICE:

CIRCLE ONE: APPROVED DISAPPROVED RECREATION: BUILDINGS:



Plaquemines Parish Government

AGREEMENT TO DEFEND, HOLD HARMLESS AND INDEMNIFY

PURSUANT TO APPLICATION FOR USE OF PLAQUEMINES PARISH PROPERTY:

FACILITY: _____
EVENT: _____
EVENT DATES: _____

INSURANCE CERTIFICATE TO BE ATTACHED NAMING "PLAQUEMINES PARISH GOVERNMENT" AS AN ADDITIONAL INSURED.

As a requirement of the usage of public property/facilities belonging to the Parish of Plaquemines, as described above, I personally, and/or in my capacity as _____ of _____ organization, as authorized by the attached resolution of the said organization, hereby agree to defend, indemnify and hold harmless the Parish of Plaquemines, Plaquemines Parish Government, the Plaquemines Parish Council, Parish Council members, individually and in their official capacity, Parish officials, officers, employees, boards, agencies, districts, commissions, servants, agents and representatives, including volunteers acting in their official capacity, of and from any and all claims, causes of action, demands, expenses, financial obligations, debts, and/or damages, attorneys' fees, costs and interest, arising from alleged death, injury to any person or damage of any nature to damage, loss or destruction of private property, whether in tort, negligence or any other theory of law, arising from any activities involved in or connected to, the use of a property or facility of Plaquemines Parish by the said organization, which may occur through any act or omission, whether or not intended, of said organization, its agents, servants, employees, members, volunteers, excluding those which may arise from alleged negligence of any person for whom Plaquemines Parish may be responsible.

BY:

PRINTED NAME

TITLE

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____ 20____.

NOTARY PUBLIC

PRINTED NAME and NUMBER OF NOTARY

SPECIAL EVENT PERMIT APPLICATION CHECKLIST

CHECK	
	APPLICATION COMPLETED AND SIGNED BY REQUESTER
	FACILITY DEPOSIT RECEIVED
	LIQUOR LICENSE APPLICATION COMPLETED
	LIQUOR LICENSE APPLICATION SIGNED APPROPRIATELY
	HOLD HARMLESS SIGNED AND NOTARIZED
	INSURANCE REQUIREMENTS MET
	COUNCIL MEMBER APPROVAL
	RECREATION APPROVAL
	BUILDINGS APPROVAL

