



**REVISED**

9:24 am, May 31, 2018

# PARKS AND RECREATION DEPARTMENT



## Parks and Facilities Rental Guide



## Parks and Facilities Rental Information

Welcome to the ...

## *Parks and Recreation Department!*

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We invite you to visit and enjoy our parks throughout the City. Take advantage of our playgrounds, athletic fields, basketball and tennis courts, life trail equipment and walking paths.

Our Parks staff is committed to keeping all of our parks in excellent shape and we are continuously making upgrades to our facilities. We strive to provide our citizens and visitors with beautiful landscape in our parks, around our City buildings and the boulevard.

Park buildings and pavilions are available for event rentals. Included in this Parks and Facilities Rental Guide, you will find the rules and regulations that govern the rental use of our facilities.

Please visit our office or call for more details.

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www.ci.thibodaux.la.us

# Parks and Facilities Rental Information

151 Peltier Park Drive | P.O. Box 5418

Thibodaux, Louisiana 70302

Phone: (985) 493-8757 Fax: (985) 448-5853

## Facilities Information and Event Rental Fees

**PARK HOURS: 6:00 AM -- 10:00 PM**  
(UNLESS SPECIAL EVENT PERMISSION IS GRANTED)

### Peltier Park Large Event Room Rental

151 Peltier Park Drive

Approximate Capacity up to 100 people  
Includes Tables, Chairs and Custodial Fees  
**\$80.00 per hour (2 hour minimum)**  
**\$50.00 for each additional hour**  
**\$30.00 per hour for event setup**



Peltier Park Large Event Room



Peltier Park Small Meeting Room

### Peltier Park Small Meeting Room Rental

151 Peltier Park Drive

Approximate Capacity up to 50 people  
Includes Tables, Chairs and Custodial Fees  
**\$50.00 per hour (2 hour minimum)**  
**\$30.00 for each additional hour**  
**\$30.00 per hour for event setup**

### Martin Luther King Building Rental

1445 Martin Luther King Drive

Approximate Capacity up to 75 people  
Includes Tables, Chairs and Custodial Fees  
**\$50.00 per hour (2 hour minimum)**  
**\$30.00 per additional hour**  
**\$30.00 per hour for event set up**



Martin Luther King Building



Large Pavilion - Peltier Park



Large Pavilion - Martin Luther King Park

### Large Pavilion Rentals

#### Peltier and Martin Luther King Parks

No. 1:

**\$100.00 for up to eight (8) hours\***

(Includes use of lights, fans & electrical outlets and after event custodial clean up. )

No. 2:

**\$250.00 for up to eight (8) hours\***

(Includes use of lights, fans, electrical outlets and one required custodian present for cleanup during event.)

\* Add \$30.00 per hour for pavilion events using restrooms inside Recreation Ctr. and requesting water usage. For large events more than one custodian may be required.

A City Permit is Required on all Parks Events. Tables and chairs are not loaned out on pavilion rentals. Bleachers are not guaranteed to be available.

### Small Pavilions

Not Available to Rent. Picnic Areas are subject to First Come First Serve Basis.

### Andolsek, Chiasson & Daigle Parks

No Rentals Available. Picnic Areas are subject to First Come First Serve Basis.





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Phone: (985) 493-8757 Fax: (985) 448-5853

## Event Permit - Rental Details

Applications must be submitted no less than sixty (60) days prior to requested date to hold date(s).

Applications are forwarded to the Police Department for review. Requirements pertaining to event will be instructed and must be submitted by deadline in order to receive event approval and for reservation to be considered final. A Facility Use Agreement and Hold Harmless Agreement must be signed along with a twenty five percent (25%) deposit paid within seven (7) days of accepting requirements instructed in order to secure date.

Cost is calculated based on application submitted and rental choices.

Rental fees are based on rental choices and length of time, however based on the information from your application and at the discretion of the Director, you may be required to have more than one custodian present on large events. A twenty-five percent (25%) discount is available to qualifying City of Thibodaux non-profit organizations. **Rental Balance must be paid no later than fifteen (15) days prior to event date.**

Renter agrees neither to damage or in any manner deface the facilities.

Renter agrees neither to damage or deface the facilities. Renter shall neither cause nor permit damage to premises or equipment. In any manner, Renter shall not drive or permit to be drive any nails, hooks, tacks or screws in any part of the facility. Damage to the facilities shall be sole liability of the Renter, who agrees unequivocally to reimburse the City for the cost of repairing damage facilities. Renters will be invoiced for any damages occurred to facilities during their event.

Cash, checks, credit cards and money orders are accepted as forms of payment.

*Exact change is needed when paying with cash, as no cash is kept on premises. Checks must be made payable to City of Thibodaux.*

A Certificate of Liability Insurance with minimum coverage of \$300,000 is required for all rentals.

Insurance can be purchased through a private event insurance company or possibly your organization or homeowner's policy can be used. In the area designated Certificate Holder, the insurance company must designate the City of Thibodaux, Parks and Recreation Department as holder. In the description's area, the insurance company must fill in the type of event, the date of the event, the place of the event to be held, along with naming the City of Thibodaux as additional insured for the event. **The Certificate of Liability Insurance policy must be in the applicant / renter's name and is due no less than fifteen (15) days prior to the event date.**

All Event - Rental Applications are sent to the Police Department for permit review.

**A permit is required for all events held at a City Park Facility** such as festivals, races, family reunions, etc. You will be contacted by the City's Police Department to discuss details of your event to determine necessary requirements. Requirements set by the Police Department must be met and with documents submitted to the Parks Office no less than thirty (30) days prior to event. The Tax & License office will issue permits on approved applications at no charge. The permit holder/renter must have the City permit and required documents with him/her during the event.

***If required to hire a Police officer(s) for an event, it will be at a charge of \$30 an hour per officer with a four (4) hour minimum. All emergency off-duty detail request with less than forty-eight (48) hour notice or any city holiday shall be \$45 per hour. This fee is payable to the officer at the time of event.***

A written cancellation request must be made at least fifteen (15) days prior to event for refund.

In order for a refund to be processed, a cancellation request must be made in writing at least fifteen (15) days prior to event. If a cancellation is made, on or before fifteen (15) days prior to the event date, the Parks and Recreation Department will submit a refund request for fees paid, LESS a \$25.00 processing fee, to the Finance Department. Refunds will be processed and mailed according to the regular accounts payable schedule.

Shell Seafood of any kind is NOT allowed inside any of the Recreation Centers.

Seafood is allowed on pavilion event rentals only, but must be pre-approved and is subject to additional custodians being required.

## CITY OF THIBODAUX

### Special Event & Park Rental Permit Application

P.O. Box 5418, Thibodaux, La. 70302

Tax, License & Permit Office Ph. : (985) 446-7221

Parks & Recreation Office Ph.: (985) 493-8757

**Completed application must be submitted to appropriate office no less than sixty (60) days prior to requested event date.**

REQUESTED EVENT DATE(S):		NAME / PURPOSE OF EVENT:			
TYPE OF EVENT (CHECK ALL THAT APPLY)				PRIVATE <input type="checkbox"/>	PUBLIC <input type="checkbox"/>
PELTIER PARK		PAVILION		REC CTR	OTHER:
MARTIN LUTHER KING		PAVILION		REC CTR	
CITY STREET(S)		Complete section A of page 2 and submit w/ proposed route			
ASSEMBLY / SET UP TIME: A.M. / P.M.		STARTING TIME: A.M. / P.M.		ENDING TIME: A.M. / P.M.	
BONFIRE/FIREWORKS		ANIMALS		FOOD CATERED / SERVED	EXPECTED ATTENDANCE:
CAN SHAKE		BOUNCE HOUSES / RIDES		FOOD SOLD	
CELEBRATION		DJ OR LIVE MUSIC		ALCOHOL BYOL	NON PROFIT 501 NUMBER:
FAMILY REUNION		PARADE, 5K / WALK / RACE		ALCOHOL SERVED	
FESTIVAL / FUNDRAISER		ROAD BLOCKS		ALCOHOL SOLD	
VENDOR BOOTHS		OTHER (Explain):			
<b>PERSON RESPONSIBLE FOR SELLING AND/OR SERVING ALCOHOL AND/OR FOOD (Complete section B and/or C of page 2):</b>					
<b>RESPONSIBLE INDIVIDUAL OR ORGANIZATION:</b>					
PHYSICAL ADDRESS	STREET NO. OR P.O. BOX NO.		STREET NAME		CITY/STATE
MAILING ADDRESS	STREET NO. OR P.O. BOX NO.		STREET NAME		CITY/STATE
PHONE:	FAX NUMBER:		EMAIL ADDRESS:		
<b>ORGANIZATION MEMBER OR ADDITIONAL CONTACT:</b>					
MEMBER/ADDITIONAL CONTACT:				TITLE	
RESIDENT ADDRESS				TELEPHONE NUMBER	
MEMBER/ADDITIONAL CONTACT:				TITLE	
RESIDENT ADDRESS				TELEPHONE NUMBER	
<p><i>I AFFIRM THAT THE INFORMATION GIVEN ON THIS APPLICATION IS TRUE AND CORRECT. I UNDERSTAND THAT MY APPLICATION WILL BE SENT TO THE THIBODAUX POLICE DEPARTMENT FOR PERMIT REVIEW. APPLICABLE REQUIREMENTS WILL BE INSTRUCTED AND MUST BE MET TO RECEIVE EVENT PERMIT APPROVAL.</i></p> <p><i>I HAVE RECEIVED A COPY OF THE CITY OF THIBODAUX'S SPECIAL EVENT PERMIT CHECKLIST AND REQUIREMENTS AND I AM AWARE OF THE PROCESS.</i></p>					
SIGNATURE _____			DATE _____		
<b>OFFICE USE ONLY:</b>					
Festival designated by Mayor:		YES _____	NO _____	Received By: _____	
Hold Harmless Agreement signed:		YES _____	NO _____	Date: _____	
Insurance Certificate received:		YES _____	NO _____		
Page 2 & Route/Map Attached (if applicable): YES _____ NO _____					
<b>THIBODAUX POLICE DEPT USE ONLY:</b>					
<b>Applicant's Requirements:</b>			TPD Signature: _____ Date: _____		
Alcohol Permit: Necessary _____		Not Necessary _____			
Police Security: Necessary _____		Not Necessary _____			
Other / Notes : _____					
<b>FINAL APPROVAL TPD Signature:</b> _____					



**CITY OF THIBODAUX**  
**Special Event & Park Rental Permit Application**

**Page 2**

**Section A**

**COMPLETE THE FOLLOWING WHEN USING CITY STREETS FOR 5K, CAN SHAKE, PARADE, ETC.**

PARADE CAPTAIN / RACE COORIDNATOR/CAN SHAKE REP.:		TITLE	
RESIDENT ADDRESS		TELEPHONE NUMBER	
ASSEMBLY AREA:		DISBANDING AREA:	
ORGANIZATION'S INSURANCE CO.:		FLOATS SUPPLIED BY:	FLOATS SUPPLIED BY OTHERS:
NUMBER OF BANDS	NUMBER OF VEHICLES	NUMBER OF FLOATS	NUMBER OF PARTICIPANTS
NUMBER OF AUXILIARY FLOATS	ORGANIZATION:	NUMBER OF HORSE RIDERS	ORGANIZATION:
<i>MAP / ROUTE MUST BE SUBMITTED WITH THIS PAGE</i>			

**Section B**

**PERSON RESPONSIBLE FOR SELLING AND/OR SERVING ALCOHOL (REQUIRED ON ALL EVENTS)**

RESPONSIBLE FOR ALCOHOL:		TITLE	
ADDRESS		TELEPHONE NUMBER	
<i>Additional Signature Required if other than applicant.</i>			

SIGNATURE :

DATE:

**Section C**

**PERSON RESPONSIBLE FOR SELLING AND/OR SERVING FOOD (REQUIRED ON PUBLIC EVENTS)**

RESPONSIBLE FOR FOOD:		TITLE	
ADDRESS		TELEPHONE NUMBER	
*NOTE: Shell seafood of any kind is NOT allowed inside any Recreation Center and must be Pre-Approved on Pavilion Events.			
SEAFOOD will be Cooked on Site _____ Served _____ Catered _____ at this event.			
<i>Additional Signature Required if other than applicant.</i>			

SIGNATURE :

DATE:

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