

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.