



City of Thibodaux Special Event Permit Checklist and Requirements

1. **OBTAIN Special Events Permit Packet** from appropriate department:

For Events on City Property &/or Streets:

Tax & License Office, Finance Department
310 West 2nd St., Thibodaux, LA
PH: 985-446-7221

For Event Rentals at a City Park:

Parks Office, Parks & Recreation Department
151 Peltier Park Drive, Thibodaux, LA
PH: 985-493-8757

City Website: www.ci.thibodaux.la.us

2. **SUBMIT application to appropriate department no less than sixty (60) days prior to event date requested. A permit is required to hold an event on City property. Applications will be sent to the City of Thibodaux Police Department for review. You will be contacted to discuss details of event and be advised of all requirements needed pertaining to your event.**

3. **A CERTIFICATE OF LIABILITY INSURANCE is REQUIRED for ALL EVENTS with coverage showing the limit of liability in the sum of ONE MILLION DOLLARS (\$1,000,000) naming the CITY OF THIBODAux as the ADDITIONAL INSURED and CERTIFICATE HOLDER. The DESCRIPTION OF OPERATIONS must contain the DATE, LOCATION, DESCRIPTION and PURPOSE OF THE EVENT, and LIQUOR LIABILITY COVERAGE, if applicable. For Park events, the Limit of Liability is **THREE HUNDRED THOUSAND DOLLARS (\$300,000)****

4. **It is the APPLICANT'S RESPONSIBILITY to contact required authorities below on the necessity for additional permits & licenses and to submit all such required documents to appropriate department no less than sixty (60) days prior to event in order to receive event approval and permit.**

- **Board of Health Permit - Must be obtained if food is served or sold at event**
Lafourche Parish Health Unit
2535 Veterans Blvd., Thibodaux, LA 70301
PH: (985) 447-0954
<http://www.dhh.state.la.us/>
- **A La. Special Event Permit - Must be obtained when alcoholic beverages are served and/or sold at event as part of general admission.**
State of Louisiana
Dept. Of Revenue & Taxation
Office of Alcohol Tobacco Control
P.O. Box 66404, Baton Rouge, LA 70896-6404
PH: (225) 925-4041 FAX: (225) 925-3975
<http://www.atc.rev.state.la.us/>
United Plaza Blvd.
Broadwing Building
2nd Floor, Baton Rouge, LA 70896
- **Security – Detail Officer(s) - (may be required) Contact the Thibodaux Police Department for additional information.**
Thibodaux Police Department
1309 Canal Blvd., Thibodaux, Louisiana 70301
Main line: (985) 446-5021 Detail Coordinator (985) 448-5834
- **Fireworks License and Fireworks Display Permit – Must be obtained for bonfires, fireworks, etc. (City Fire Chief approval needed prior to applying)**
Office of the State Fire Marshall
5150 Florida Boulevard, Baton Rouge, LA 70806
PH: (225) 925-4911
<http://www.dps.state.la.us/sfm/FireWorks.htm>
- **Event Sponsors and/ Promoters of event must supply a list of vendors' and mailing addresses for collection or exemption of Sales Tax to the following:**
State of Louisiana
Dept. of Revenue
www.rev.state.la.us
Lafourche Parish School Board
Sales & Use Tax Dept.
701 East 7th St., Thibodaux, LA 70301
PH: (985) 446-4023
http://lafourche.k12.la.us/email/search.asp?l=CO_ST

Sec. 4-4. Same--Advertising--Permit required.

"It shall be unlawful for any person giving, or causing to be held, any exhibition, demonstration, entertainment, fair, picnic, social and other such functions referred to in sections 4-2 and 4-3, to permit to be advertised, or made known to the public for the purpose of advertising, either by printed or written dodgers, lithographs, canvases, posters, or any manner of advertising, without a permit having been previously secured from the mayor. (Ord. No. 185, § 3, 6-6-13

Sec. 14-10. Possession and consumption of beverages in glass containers

1)."Prohibited. The possession of beverages in glass containers and the consumption of said beverages in glass containers and the possession of empty glass beverage containers within the confines of the municipal parks and playgrounds of the city is hereby prohibited.
2)."Penalty. Anyone found guilty of violating this section shall be deemed guilty of a misdemeanor and punished by fine of not more than two hundred dollars (\$200.00)."

To rent the Warren J Harang Jr. Municipal Auditorium at 310 N. Canal Blvd for an event, contact their office directly @ (985) 446-7260.

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: | | STARTING TIME: | | ENDING TIME: | |
| A.M. / P.M. | | A.M. / P.M. | | A.M. / P.M. | |
| BONFIRE/FIREWORKS | | ANIMALS | | FOOD CATERED / SERVED | |
| 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 BLOCK | | ALCOHOL SOLD | |
| VENDOR BOOTHS | | OTHER (Explain): | | | |
| PERSON RESPONSIBLE FOR SELLING AND/OR SERVING ALCOHOL AND/OR FOOD (Complete section B and/or C of page 2): | | | | | |
| RESPONSIBLE INDIVIDUAL OR ORGANIZATION: | | | | | |
| 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: | | |
| ORGANIZATION MEMBER OR ADDITIONAL CONTACT: | | | | | |
| MEMBER/ADDITIONAL CONTACT: | | | | TITLE | |
| RESIDENT ADDRESS | | | | TELEPHONE NUMBER | |
| MEMBER/ADDITIONAL CONTACT: | | | | TITLE | |
| RESIDENT ADDRESS | | | | TELEPHONE NUMBER | |
| 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 HAVE RECEIVED A COPY OF THE CITY OF THIBODAUX'S SPECIAL EVENT PERMIT CHECKLIST AND REQUIREMENTS AND I AM AWARE OF THE PROCESS. | | | | | |
| SIGNATURE _____ | | | DATE _____ | | |
| OFFICE USE ONLY: | | | | | |
| 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 _____ | | |
| THIBODAUX POLICE DEPT USE ONLY: | | | | | |
| Applicant's Requirements: | | Alcohol Permit: Necessary _____ Not Necessary _____ | | TPD Signature: _____ Date: _____ | |
| Police Security: Necessary _____ Not Necessary _____ | | Other / Notes : _____ | | | |
| | | | | FINAL APPROVAL TPD Signature: _____ | |

CITY OF THIBODAUX
Special Event & Park Rental Permit Application
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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 | |
| <i>Additional Signature Required if other than applicant.</i> | | | |

SIGNATURE : _____ DATE: _____



STATE OF LOUISIANA
PARISH OF LAFOURCHE
CITY OF THIBODAUX

HOLD HARMLESS AGREEMENT

I, _____,
(NAME) (TITLE)

AS LEGAL REPRESENTATIVE OF _____
(ORGANIZATION)

AGREE TO SAVE AND HOLD HARMLESS AND INDEMNIFY THE CITY OF THIBODAUX,
LOUISIANA, ITS OFFICIALS AND/OR ITS EMPLOYEES FROM ANY AND ALL
LIABILITY, AND ANY LOSSES, DAMAGES, COSTS, SUITS, AND JUDGEMENTS ON
ACCOUNT OF INJURIES OR PROPERTY DAMAGE RESULTING FROM ACTIVITIES
RELATED TO THE EVENT OF THE ABOVE MENTIONED ORGANIZATION OR
INDIVIDUAL.

WITNESSES:

SIGNATURE

DATE: _____