

**SPECIAL PERMIT APPLICATION
FOR
USE OF THE CITY PROPERTY FOR SPECIAL EVENTS**

1. This application must be completed and forwarded to the SPAR-EVENT SERVICE office at 101 Crockett St. Suite A Forty Five (45) days prior to the first day of the event. Submission of this Application does no confirm event. The Task Force must review and approve the event application.

**Special Event Application for City Property
101 Crocket St. Suite A
Shreveport, La. 71101**

OR Fax to: (318) 673-5105

2. The Certificate of Liability Insurance, naming the City of Shreveport as and additional insured, with a waiver of subrogation, must be sent to the SPAR office at 101 Crocket St. Suite A, forty-five (45) days before the event.
3. All payments for rental of the property, if required, and other charges, such as the overtime of city employees, must be paid Forty Five (45) days before the first day of the event. Payment must be in the form of cash, money order.
4. All payments for Police and EMS services during the event must be paid Forty Five (45) days before the first day of the event. Payment must be directly to the Shreveport Police Department and the Shreveport Fire Department in the form of cash or money order only.
5. Failure to comply with the above regulations will result in the immediate Cancellation of the event.
6. Once the event has been approved and all fees paid, no changes may be made in the plans you presented without the Task Force Committee's approval.

Any misrepresentation in this application or deviation from the final agreed upon activities and/or method of operation described herein may result in the immediate revocation of the permit and termination of the contract and/or cancellation of the event. If you have any questions, please call (318) 673-5100.

Please sign and date on the below indicating that you understand and will abide by the above regulations. Thank you.

Name

Date

PERMIT APPLICATION FOR AN EVENT ON CITY PROPERTY

II. PUBLIC ASSEMBLY AND RECREATION PROCEDURES

A. COST ASSOCIATED WITH EVENT WILL BE BILLED TO:

Name _____ Address _____

City _____ State _____ Zip _____ Phone _____

Rent @ \$ _____ per day x the number of days _____ = \$ _____

Rent, as well as charges for city employees working the event, will be due **Forty Five (45) days** before the first day of the event. Payment must be in cash, money order. Payment for Police and EMS services are also due **Forty Five (45) days** before the first day of the event and must be paid with cash or money order directly to the police or EMS (673-6946).

B. SET – UP PLAY

The set – up plan for the event must include the following information:

- Detailed site plan for event, including parking
- Money Handling (if applicable)
- Staging/Sound Equipment (if applicable)
- Tents (must provide name of company and fire retardant certificate).
- Electrical Hookup/Water Hookup (provide locations where needed).
- Vendor set-up/Tables and Chairs
- Alcohol Permits/Bar set-up (No alcohol allowed in city parks)

C. SAFETY PROCEDURES

The cost of security is the responsibility of the applicant, and arrangements for security must be made with the Shreveport Police department. The number and type will be determined by the Chief of Police or his designee. A labor cost will be provided b the SPD before the contract is signed by calling 673-6946. The requirement of having EMS on site will be evaluated and made on the basis of each event by the city of Shreveport Task Force Committee.

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D. FEES AND PROCEEDS

Will admission fees be charged: YES [] NO []. If so, how much _____ .
In no case shall the number of tickets printed or sold exceed the maximum occupancy of the site being used. **NO ADMISSION FEES ARE ALLOWED AT CITY PARKS.**

BOOTH FEE _____ **OTHER FEES** _____

(LIQUOR CANNOT BE SOLD OR CONSUMED IN A CITY PARK WITHOUT PERMISSION FROM THE CITY COUNCIL).

Name _____ Address _____ Phone _____

E ENTERTAINMENT AND PROMOTION

Please list the names of bands or other entertainment groups along with the performance schedules of each act who will be performing at your event.

Attach detailed schedule: _____

Please describe other entertainment features of your event (i.e., carnival rides, sports activities, etc.) _____

NO TENTS OR INFLATIBLE TOYS ARE ALLOWED IN CITY PARKS.

Please check the types of promotion you will be using:

[] Television

[] Radio

[] Newspaper Advertising

[] Billboards

[] Posters

[] Flyers

[] City Calendar

[] Other _____

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F. ADVERTISING IN PUBLIC FACILITIES

There shall be no banners, logos, advertising, etc. displayed in a public facility that in any way conflicts with any existing or future contracts or agreements between the City of Shreveport and any other party. No samples or products may be sold or given away which conflict with any existing or future contract. (A list of agreements and contracts will be provided upon request).

III. INSURANCE REQUIREMENTS

For the application to be approved, the applicant must submit a City-approved Certificate of Liability Insurance **naming the City as an Additional Insured with a waiver of subrogation.** The time limit on the policy must include set-up and take – down time as well as time of the event. User’s insurance is to be written by companies licensed to do business in the State of Louisiana at the time the policies are issued and shall be written by companies with A.M Best ratings of B+VII or better or otherwise acceptable to the City. All insurance policies must have a 30 day Notice Cancellation Endorsement.

The Applicant shall at his/her own expense provide and maintain certain insurance in full force and effect at all times during the term of the Agreement. Such insurance, at a Minimum, must include the following coverage and limits of liability.

- A. Commercial General Liability Insurance (CGL) in the amount not less than a combined single limit of \$ 1,000,000 (one million) per occurrence and \$ 1,000,000 (one million) annual aggregate. This policy should be endorsed to name the City and the property owner as additional insured.
- B. The CGL policy must be endorsed to remove the liquor liability exclusion contained in the policy if the contractor intends to allow the sale or serving of alcoholic beverages at the event.
- C. Insurance types and limits are subject to change depending on type of event.
- D. Business Automobile Liability coverage shall protect against all claims for bodily injury or property damage, covering all owned, non-owned, and hired vehicles used in connection with the work including loading and unloading with minimum limits of \$ 100,000 per person and \$ 300,000 per accident. The policy shall contain the following endorsements in favor of the Owner.
- E. Workers’ compensation Insurance as required by laws of the State of Louisiana and Employer’s Liability Insurance in a minimum amount of \$ 1,000,000.

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IV. HOLD HARMLESS CLAUSE

Applicant (organization / applicant) shall indemnify, defend, and hold harmless the City of Shreveport, its agents, its employees and authorized volunteers from and against all claims, damages, losses, and expenses, including attorney’s fees arising out of the permitted activity or the conduct of permittee’s operation of the event if such claim (1) is attributable to personal injury, disease or death, or injury to or destruction of property, including the loss of uses therefrom, and (2) is no caused by any negligent act or omission of willful misconduct of the City of Shreveport or its employees acting within the scope of their employment.

V. APPLICANT STATEMENT

I, the undersigned, do attest that the information provided is true and correct to the best of my knowledge. If any part of this application is not true, then the application will be rejected and/or the contract will be voided. I also understand it is my responsibility to ensure compliance with the following:

- a. The observance of all applicable laws and ordinances.
- b. Any stipulations or restrictions of the permit.
- c. The Applicant will assume any and all liabilities that may arise by the permitted activity.
- d. Applicant will notify the City of Shreveport Task Force Committee in writing if any of the information given in this application changes, **Forty Five (45) days** prior to the event.

Signature of Person Requesting Permit

_____.

Event Task Force Committee **Date** **Approved** _____.

Traffic Engineering _____.

Police _____.

Fire _____.

EMS _____.

Risk Management _____.

SporTran _____.

SPAR/Committee Chair _____.