

**SPECIAL PERMIT APPLICATION
FOR
USE OF THE CLUB LEVEL AT INDEPENDENCE STADIUM**

- (1) This application must **be completed and forwarded to the SPAR office at Expo Hall forty-five (45) days prior to the first day of the event** in the Club Level at Independence Stadium.
- (2) Once the application has been reviewed and approved, a contract between the City of Shreveport and the applicant will be issued. **The contract must be signed and returned forty-five (45) days before the first day of the event.** The Certificate of Liability must be sent in along with the contract.
- (3) **All payments for rental of the facility 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 with 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 **Event Services (318) 673-5100.**

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

Name

Date

PERMIT APPLICATION FOR AN EVENT IN THE CLUB LEVEL

I. Event Information

Requested Event Day(s) / Dates _____

Type of Event:

Banquet

Fund Raiser

High School Dance/Prom

Other _____

Title of Event: _____

Applicant's Name _____ Title: _____

Producing Organization (if applicable) _____

Mailing Address _____ City _____ State _____ Zip _____

Phone: Day _____ Evening _____ Cell _____ Fax _____

Purpose of Event _____

Contact DeAnne McCoy at 673-5115 for set-up diagram

Event Coordinator: Name _____ Phone _____

Set Up: Date _____ Start Time _____ AM/PM - End Time _____ AM/PM

Take Down: Date _____ Start Time _____ AM/PM - End Time _____ AM/PM

Event Schedule: Date _____ Starts _____ AM/PM - Ends _____ AM/PM

Date _____ Starts _____ AM/PM - Ends _____ AM/PM

Date _____ Starts _____ AM/PM - Ends _____ AM/PM

Maximum Peak Attendance _____

Estimated Total Attendance _____

Past Total Attendance _____

Volunteers / Personnel _____

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II. PUBLIC ASSEMBLY AND RECREATION PROCEDURES

A. COST ASSOCIATED WITH EVENT WILL BE BILLED TO:

Name _____ Address _____

City _____ State _____ Zip _____ Phone _____

Rent @ \$800.00 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,. Payments for Police and EMS services are also due ten days before the first day of the event and must be paid with cash or money order directly to the police or EMS.

What type of seating will be used at the event:

- Banquet
- Concert
- Classroom
- Other _____

B. SET-UP PLAN

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

- Seating/Table Arrangements
- Money Handling (if applicable)
- Staging/Sound Equipment
- Catering Service
- Alcohol Permits/Bar set-up

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C. CATERING AND CONCESSIONS

1. Catering: Meals may be provided by an independent caterer. The caterer must be selected from the approved catering list. (A list will be provided at your request.)

Caterer: Yes No Catering Contract

Name of Catering Service _____

Address: _____

Phone: day & night _____ cell _____ fax _____

Please provide schedule information requesting kitchen access and other requirements involved in the catering.

2. Concessions: All rights to concessions are reserved by the City of Shreveport and its city-designated management company.

D. 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 by 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.

E. FEES AND PROCEEDS

Will admission fees be charged: Yes No If so, how much _____

An official ticket manifest shall be submitted within ten (10) days prior to said event. In no case shall the number of tickets printed or sold exceed the maximum occupancy of the building being rented.

Booth Fee _____ Other Fees _____

Will alcoholic beverages be sold /served: Yes No

If yes, who will be named on the **liquor license**?

Name _____ Address _____ Phone _____

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F. ENTERTAINMENT AND PROMOTION

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

Attach detailed schedule: _____

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

Please check the types of promotion you will be using:

Television

Radio

Newspaper Advertising

Billboards

Posters

Flyers

City Calendar

Other _____

G. 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.)

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II INSURANCE REQUIREMENTS

For the application to be approved, the applicant must submit a City-approved Certificate of Insurance naming the City as an Additional Insured. 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 of 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:
 - Waiver of Subrogation Endorsement
 - 30 Day Notice of Cancellation Endorsement
 - Additional Insured Endorsement Naming City of Shreveport
- 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.

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 permit tee's operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death, or injury to or destruction of property, including the loss of uses there from, and (2) is not 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.

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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:

Any stipulations or restrictions of the permit.

The observance of all applicable ordinances and laws.

The applicant will assume any and all liabilities that may arise by the permitted activity.

Applicant will notify the Division Manager, Event Services, 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	_____	_____
Permits/Inspections	_____	_____
SPAR	_____	_____