

CITY OF THIBODAUX PARKS DEPARTMENT RENTAL INFORMATION

151 PELTIER DRIVE, THIBODAUX, LA. 70301
PH# (985) 493-8757

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

Peltier Park Large Event Room Rental (accommodates up to 100 people)	\$ 80.00 per hour (4 hour minimum) \$ 50.00 for each additional hour Includes Tables / Chairs, Ice Machine & Custodial fees
Peltier Park Small Meeting Room Rental (accommodates up to 50 people)	\$ 50.00 per hour (2 hour minimum) \$ 30.00 for each additional hour Includes Tables / Chairs & Custodial fees
Martin Luther King Room Rental (accommodates up to 50 people)	\$ 50.00 per hour (4 hour minimum) \$ 30.00 for each additional hour Includes Tables / Chairs & Custodial fees
LARGE Pavilion Rentals @ Peltier Park & Martin Luther King Park (Rental Certificate or City Permit must be issued. Table and chairs are <u>not</u> loaned out on pavilion rentals.)	Option #1 \$ 100.00 for 8 hours* (Includes use of bleachers, lights, fans & electrical outlets and <u>after</u> event custodial clean up) Option #2 \$ 150.00 for 8 hours* (Includes use of bleachers, lights, fans, electrical outlets & power panel and <u>after</u> event custodial clean up) *Add \$20.00 per hour for inside restroom &/or custodial cleanup <u>during</u> event
SMALL Pavilions in Parks	Not Available to Rent. Subject to First Come First Serve Basis.
Chiasson Park & Daigle Park	No Rentals Available. Picnic Areas are subject to First Come First Serve Basis.

A Rental - Event application must be submitted in order to hold a requested date(s). Date(s) will be held for 30 days only. **A 25% deposit is required and a rental agreement must be signed to secure a date.**

Cost is calculated based on the application submitted, rental choices and length of time. After event Cleanup Fees are included in all rental prices. **Per the information obtained from your application and the Parks Director's discretion, you may be required to have a Custodian(s) present during your event.** Rental balance must be paid fifteen (15) days prior to event date. **A discount of 25% is available to qualifying City of Thibodaux nonprofit organizations.**

Cash, checks and money orders are accepted as forms of payment. Exact change is needed when paying with cash, as no cash is kept on premises.

Building keys will not be loaned to renters.

A **Certificate of Liability Insurance** (obtained through your organization or homeowner's policy) with minimum coverage of \$300,000 is required for all rentals. In the area designated Certificate Holder, the insurance company must designate the City of Thibodaux, Parks 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 is due on or before fifteen (15) working days prior to the event date. (Thirty (30) days for events requiring a permit.)

All Rental-Event Applications are sent to the Police Department for permit review. A **permit** is required for public events held in any City Park such as festivals, races, etc. and for any event serving and/or selling alcohol, having a DJ / live music or bounce houses. A Rental-Event Application Information Packet will be provided. Application with required documents must be returned to the Parks Department no less than thirty (30) days prior to event. Approved permit applications will be issued a permit by The Tax & License office at no charge to the renter. The permit holder/renter must have the permit with him/her during the event.

Contact **must** be made with the **Thibodaux Police Department** prior to any permit approval to arrange Police security, patrol, road blocks &/or street closures or any other Police matters pertaining to your event. For events inside any Parks building a Police Officer is required to be present if alcohol is being served and/or sold. **If required to hire a Police officer for an event, it will be at a charge of \$25.00 per hour with a four (4) hour minimum.** This fee is payable to the officer at the time of the event.

A cancellation must be made three (3) days prior to event for refund of fees paid. If a cancellation is made, on or before three days prior to the event date, the Parks Department will submit a refund request to the Finance Department. The refund will be processed and mailed according to the regular accounts payable schedule.

SMOKING IS PROHIBITED IN ALL CITY PARK BUILDINGS

Ordinances pertaining to Parks & Events:

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).

See all City ordinances @ www.ci.thibodaux.la.us

City of Thibodaux- Parks Department Event Permit Checklist and Requirements

- ❑ Obtain Rental /Event Permit Application and Information Packet and/or Rental Agreement.
Parks Department
Physical Address: 151 Peltier Park Dr., Thibodaux, LA 70301
Mailing Address: PO Box 5418, Thibodaux, LA. 70302
PH: (985) 493-8757 FAX: (985) 448-5853
Email: parksecretary@ci.thibodaux.la.us
<http://www.ci.thibodaux.la.us/departments/parks/index.asp>
- ❑ Obtain **CERTIFICATE OF LIABILITY INSURANCE (REQUIRED)** 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)
- ❑ Contact **MUST** be made with **Thibodaux Police Department** prior to any event permit approval to arrange Police patrol, road blocks &/or street closures or any other Police matters pertaining to your event. Based on certain criteria submitted, you may be required to hire an off-duty officer for security.
Thibodaux Police Department
1309 Canal Blvd., Thibodaux, Louisiana 70302
PH: (985) 448-5834 or (985) 446-5021
<http://www.ci.thibodaux.la.us/departments/police/index.asp>
- ❑ Obtain a **Board of Health Permit** (if applicable) from:
Lafourche Parish Health Unit
2535 Veterans Blvd., Thibodaux, LA 70301
PH: (985) 447-0954
<http://www.dhh.state.la.us/>
- ❑ Obtain a **La. Special Event Permit**; required if alcoholic beverages are served and/or sold as part of general admission.
A letter of no objection from the City granting permission to sell alcoholic beverages is required in order to obtain Sate permit:
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
- ❑ Obtain a **Fireworks License and Fireworks Display Permit** (if applicable) from:
Office of the State Fire Marshall
5150 Florida Boulevard, Baton Rouge, LA 70806
PH: (225) 925-4911
<http://www.dps.state.la.us/sfm/Fire Works.htm>
- ❑ Promoters 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
- ❑ **It is the applicant's responsibility to check with the above authorities on the necessity for additional permits & licenses.**

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CITY OF THIBODAUX - PARKS DEPARTMENT

P.O. BOX 5418/ 151 PELTIER PARK DRIVE

THIBODAUX, LA 70302

PH. (985) 493-8757 FAX (985) 448-5853

PARK RENTAL / EVENT PERMIT APPLICATION

The completed application with required attachments is due on or before **THIRTY (30)** working days prior to requested event date.

REQUESTED EVENT /RESERVATION DATE(S):			
NAME/TYPE OF FUNCTION:			
LOCATION REQUESTED: PELTIER PARK: BUILDING SMALL MEETING RM____ LARGE EVENT RM____ PAVILION____			
MARTIN LUTHER KING: BUILDING____ PAVILION____ OTHER:_____			
EVENT STARTING TIME:		A.M. / P.M.	EVENT ENDING TIME:
			A.M. / P.M.
ADDITIONAL SET UP TIME:		A.M. / P.M.	CLEAN UP TIME:
			A.M. / P.M.
CHECK ALL THAT APPLY:			
<input type="checkbox"/> PUBLIC EVENT	<input type="checkbox"/>	<input type="checkbox"/> PARK BUILDING	<input type="checkbox"/> FUNDRAISER
<input type="checkbox"/> PRIVATE EVENT	<input type="checkbox"/>	<input type="checkbox"/> PARK PAVILION	<input type="checkbox"/> BOUNCE HOUSE/SPACEWALK
<input type="checkbox"/> CELEBRATION/PARTY	<input type="checkbox"/>	<input type="checkbox"/> FOOD SERVED	<input type="checkbox"/> LIVE MUSIC/DJ
<input type="checkbox"/> FESTIVAL	<input type="checkbox"/>	<input type="checkbox"/> FOOD SOLD	<input type="checkbox"/> OTHER (PLEASE EXPLAIN):
<input type="checkbox"/> RACE/WALK/RUN	<input type="checkbox"/>	<input type="checkbox"/> ALCOHOL SERVED	
<input type="checkbox"/> ROAD BLOCK	<input type="checkbox"/>	<input type="checkbox"/> ALCOHOL SOLD	
PERSON RESPONSIBLE FOR SELLING AND/OR SERVING ALCOHOL:			
NAME OF ORGANIZATION OR INDIVIDUAL:			NON-PROFIT 501 C NUMBER:
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:	
OFFICERS /MEMBERS OF ORGANIZATION:			
CONTACT PERSON		TITLE	
RESIDENT ADDRESS		TELEPHONE NUMBER	
MEMBER/ADDITIONAL CONTACT:		TITLE	
RESIDENT ADDRESS		TELEPHONE NUMBER	
MEMBER/ADDITIONAL CONTACT:		TITLE	
RESIDENT ADDRESS		TELEPHONE NUMBER	

I have received a copy of the Parks Department Event Permit Checklist & Requirements and Rental Information Sheet. I am aware that rental cost is calculated based on the information submitted above and I may be required to have a Custodian present during my event for cleanup. I am also aware that this event may require a permit and a police officer for security. I understand all requirements must be met before my rental reservation agreement is considered final.

Signature: _____

Date: _____

PARKS OFFICE USE ONLY:	
Festival designated by Mayor: Yes _____ No _____	
Hold Harmless Agreement Signed: Yes _____ No _____	
Insurance Certificate Received: Yes _____ No _____	Received By: _____
THIBODAUX POLICE DEPT USE ONLY:	
Permit: Necessary _____ Not Necessary _____	
Required to Hire Security: Necessary _____ Not Necessary _____ (\$25.00/hour per officer with a 4 hour minimum)	
Application Approved: _____ Denied: _____	
TPD Notes:	TPD Signature: _____