



# PARKS AND RECREATION DEPARTMENT



Parks and Facilities Rental Guide



## Parks and Facilities Rental Information

Welcome to the ...

## *Parks and Recreation Department!*

We invite you to visit and enjoy our parks throughout the City. Take advantage of our playgrounds, athletic fields, basketball and tennis courts, exercise equipment and walking paths.

Our Parks staff is committed to keeping all of our parks in excellent shape and we are continuously making upgrades to our facilities. We strive to provide our citizens and visitors with beautiful landscape in our parks, around our City buildings and the boulevard.

Park buildings and pavilions are available for event rentals. Included in this Parks and Facilities Rental Guide, you will find the rules and regulations that govern the rental use of our facilities.

Please visit our office or call for more details or email [caizen@ci.thibodaux.la.us](mailto:caizen@ci.thibodaux.la.us)



# Parks and Facilities Rental Information

www.ci.thibodaux.la.us

151 Peltier Park Dr | P.O. Box 5418

Thibodaux, Louisiana 70302

Phone: (985) 493-8757

## Facilities Information and Event Rental Fees

**RENTAL HOURS: 8:00 AM -- 7:00 PM**  
(UNLESS SPECIAL EVENT PERMISSION IS GRANTED)

### Peltier Park Large Event Room Rental

151 Peltier Park Drive

Approximate Capacity up to 100 people  
Includes Tables, Chairs and Custodial Fee.

Rec Center Canopy available to be added for large room rental at no extra charge

**\$400.00** for four hours maximum  
**\$50.00** for additional set-up time  
not to exceed more than 2 hours



Peltier Park Large Event Room



Peltier Park Small Meeting Room

### Peltier Park Small Meeting Room Rental

151 Peltier Park Drive

Approximate Capacity up to 50 people  
Includes Tables, Chairs and Custodial Fees

**\$300.00** for four hours maximum  
**\$50.00** for additional set-up time  
not to exceed more than two hours

### Martin Luther King Building Rental

1445 Martin Luther King Drive

Approximate Capacity up to 50 people  
Includes Tables, Chairs and Custodial Fees

**\$300.00** for four hours maximum  
**\$50.00** for additional set up time  
not to exceed more than 2 hours



Martin Luther King Building

### Large Pavilion Rentals

Andolsek, Peltier & Martin Luther King Parks

**\$350 for up to six hours\***

\*Cost is based on application submitted and includes one custodian.  
(More than one custodian may be required when requesting restroom use inside Rec. Ctr. & for water usage.)

**Additional cost will apply when more than one custodian is required and for events required to hire police security.**

Applications must be submitted no less than sixty days prior to requested date. A City Permit and Liability Insurance is Required on all Park Events. Tables and chairs are not loaned out on pavilion rentals. Bleachers are not guaranteed to be available.



Peltier Park Large Pavilion



Martin Luther King Park Large Pavilion



Small Pavilion

### Small Pavilions

Not Available to Rent.  
Picnic Areas are subject to First Come First Serve Basis.

### Chiasson & Daigle Parks

No Rentals Available.  
Picnic Areas are subject to First Come First Serve Basis.

**NO DRUGS &/OR WEAPONS ARE ALLOWED ON ANY CITY OF THIBODAUX PREMISES.  
VIOLATORS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.**

## Parks and Facilities Rental Information

## Event Permit - Rental Details

All 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.

Applications are accepted at the Parks office or can be emailed to [caizen@ci.thibodaux.la.us](mailto:caizen@ci.thibodaux.la.us).

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. **Custodial fees are \$50 an hour per custodian.** 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 \$1,000,000 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 if requirements are necessary. 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 an additional charge per officer with a four (4) hour minimum. Emergency off-duty detail requests with less than forty-eight (48) hour notice or any city holiday shall be subjected to an additional fee. Set up must be made with the Detail Coordinator @ Thibodaux Police Department, 985-448-5834.***

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.

# City of Thibodaux Special Event Permit Checklist and Requirements

- OBTAIN Special Events Permit Packet** from appropriate department:  

<b>For Events on City Property &amp;/or Streets:</b> <b>Tax &amp; License Office, Finance Department</b> 310 West 2 <sup>nd</sup> St., Thibodaux, LA PH: 985-446-7221 City Website: <a href="http://www.ci.thibodaux.la.us">www.ci.thibodaux.la.us</a>	<b>For Event Rentals at a City Park:</b> <b>Parks Office, Parks &amp; Recreation Department</b> 151 Peltier Park Drive, Thibodaux, LA PH: 985-493-8757 Email: <a href="mailto:caizen@ci.thibodaux.la.us">caizen@ci.thibodaux.la.us</a>
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- 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.**
- 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 ONE MILLION DOLLARS (\$1,000,000)**

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 <http://www.dhh.state.la.us/>  
2535 Veterans Blvd., Thibodaux, LA 70301  
PH: (985) 447-0954
- 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  
United Plaza Blvd. Broadwing Building  
2<sup>nd</sup> Floor, Baton Rouge, LA 70896  
<http://www.atc.rev.state.la.us/>
- 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 Marshal 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: A copy of permit will be forwarded to LPSB Sales Tax. Admission fees may be taxable.**  

State of Louisiana Dept. of Revenue <a href="http://www.rev.state.la.us">www.rev.state.la.us</a>	Lafourche Parish School Board Sales & Use Tax Dept. 701 East 7 <sup>th</sup> St., Thibodaux PH: (985) 446-4023 <a href="http://lafourche.k12.la.us/email/search.asp?l=CO_ST">http://lafourche.k12.la.us/email/search.asp?l=CO_ST</a>
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#### 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)."



## 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

Park Applications can be emailed to: [caizen@ci.thibodaux.la.us](mailto:caizen@ci.thibodaux.la.us)

**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"/>
<i>If open to public, please list all methods by which the event is advertised:</i>							
PELTIER PARK		REC CTR		PAVILION		ANDOLSEK PAVILION	
MARTIN LUTHER KING		REC CTR		PAVILION		OTHER:	
CITY STREET(S)		<i>Complete section A of page 2 and submit w/ proposed route.</i>					
SET UP & TEAR DOWN TIME:		EVENT START TIME:		EVENT ENDING TIME:		EXPECTED ATTENDANCE:	
A.M. / P.M.		A.M. / P.M.		A.M. / P.M.		NOT TO EXCEED MORE THAN 400	
BONFIRE/FIREWORKS		ANIMALS		FOOD CATERED / SERVED		NON PROFIT 501 NUMBER:	
CAN SHAKE		BOUNCE HOUSES / RIDES		FOOD SOLD / TRUCKS			
CELEBRATION		DJ OR LIVE MUSIC		ALCOHOL BYOL			
FAMILY REUNION		PARADE, 5K / WALK / RACE		ALCOHOL SERVED / SOLD			
FESTIVAL / FUNDRAISER		ROAD BLOCKS		TENTS			
STAGE		OTHER (Explain):					
*WILL YOUR EVENT REQUIRE TABLE AND CHAIRS FROM THIBODAUX PARKS & RECREATION _____ YES _____ NO							
*WILL YOU CHARGE AN ENTRY FEE FOR THIS EVENT/ACTIVITY? _____ YES _____ NO *REQUIRES CITY ADMINISTRATION APPROVAL*							
*WILL YOU HAVE WATER SLIDES? _____ YES _____ NO *THERE IS AN ADDITIONAL \$15 FEE TO COVER COST OF WATER USAGE*							
*WILL VENDOR BOOTHS BE USED TO SELL MERCHANDISE? _____ YES _____ NO							
<b>PERSON RESPONSIBLE FOR SELLING AND/OR SERVING ALCOHOL AND/OR FOOD (Complete section B and/or C of page 2):</b>							
<b>RESPONSIBLE INDIVIDUAL OR ORGANIZATION:</b>							
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:		
<b>ORGANIZATION MEMBER OR ADDITIONAL CONTACT:</b>							
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

## Special Event & Park Rental Permit Application

### 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:

**MAP / ROUTE MUST BE SUBMITTED WITH THIS PAGE**

### Section B

PERSON RESPONSIBLE FOR SELLING AND/OR SERVING ALCOHOL (REQUIRED ON ALL EVENTS)

RESPONSIBLE FOR ALCOHOL:		TITLE	
ADDRESS		TELEPHONE NUMBER	
WILL MINORS BE ALLOWED INTO THIS EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
WHAT IS YOUR PLAN FOR CHECKING FOR IDENTIFICATION FOR LEGAL AGE OF ALCOHOL CONSUMERS?			
<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	
*NOTE: Shell seafood of any kind is NOT allowed inside any Recreation Center and must be Pre-Approved on Pavilion Events.			
SEAFOOD will be Cooked on Site <input type="checkbox"/> Served <input type="checkbox"/> Catered <input type="checkbox"/> at this event.			
<i>Additional Signature Required if other than applicant.</i>			

SIGNATURE :

DATE:

#### OFFICE USE ONLY:

Festival designated by Mayor: YES  NO   
 Hold Harmless Agreement signed: YES  NO   
 Insurance Certificate received: YES  NO   
 Page 2 & Route/Map Attached (if applicable): YES  NO

Received By: \_\_\_\_\_  
 Date: \_\_\_\_\_

#### THIBODAUX POLICE DEPT USE ONLY:

Applicant's Requirements: Alcohol Permit: Necessary  Not Necessary   
 Police Security: Necessary  Not Necessary   
 Other / Notes: \_\_\_\_\_

FINAL APPROVAL TPD Signature: \_\_\_\_\_

Date: \_\_\_\_\_

APPLICATIONS INCOMPLETE WILL BE RETURNED