



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 2 nd 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
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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 2 nd Floor, Baton Rouge, LA 70896
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 - **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:**

State of Louisiana Dept. of Revenue www.rev.state.la.us	A copy of permit will be forwarded to LPSB Sales Tax. Admission fees may be taxable. Lafourche Parish School Board Sales & Use Tax Dept. 701 East 7 th St., Thibodaux, LA 70301 PH: (985) 446-4023 http://lafourche.k12.la.us/email/search.asp?l=CO_ST
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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)

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)."

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

1). "Prohibited. The possession of beverages in glass containers and the

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	<input type="checkbox"/>	PAVILION	<input type="checkbox"/>	REC CTR	<input type="checkbox"/>
MARTIN LUTHER KING	<input type="checkbox"/>	PAVILION	<input type="checkbox"/>	REC CTR	<input type="checkbox"/>
CITY STREET(S)		<i>Complete section A of page 2 and submit w/ proposed route</i>			
ASSEMBLY / SET UP TIME:		STARTING TIME:		ENDING TIME:	
A.M. / P.M.		A.M. / P.M.		A.M. / P.M.	
BONFIRE/FIREWORKS	<input type="checkbox"/>	ANIMALS	<input type="checkbox"/>	FOOD CATERED / SERVED	<input type="checkbox"/>
CAN SHAKE	<input type="checkbox"/>	BOUNCE HOUSES / RIDES	<input type="checkbox"/>	FOOD SOLD	<input type="checkbox"/>
CELEBRATION	<input type="checkbox"/>	DJ OR LIVE MUSIC	<input type="checkbox"/>	ALCOHOL BYOL	<input type="checkbox"/>
FAMILY REUNION	<input type="checkbox"/>	PARADE, 5K / WALK / RACE	<input type="checkbox"/>	ALCOHOL SERVED	<input type="checkbox"/>
FESTIVAL / FUNDRAISER	<input type="checkbox"/>	ROAD BLOCK	<input type="checkbox"/>	ALCOHOL SOLD	<input type="checkbox"/>
VENDOR BOOTHS	<input type="checkbox"/>	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		
<small>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.</small>					
<small>I HAVE RECEIVED A COPY OF THE CITY OF THIBODAUX'S SPECIAL EVENT PERMIT CHECKLIST AND REQUIREMENTS AND I AM AWARE OF THE PROCESS.</small>					
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:		TPD Signature: _____		Date: _____	
Alcohol Permit: Necessary _____ Not Necessary _____					
Police Security: Necessary _____ Not Necessary _____					
Other / Notes : _____					
		FINAL APPROVAL TPD Signature: _____			

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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 COORDINATOR/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:

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	

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: _____

CITY OF THIBODAUX

POLICE DEPARTMENT

1309 CANAL BOULEVARD - P. O. BOX 5418

THIBODAUX, LOUISIANA 70302

TELEPHONE: (985) 446-5021

FAX: (985) 446-7214

www.ci.thibodaux.la.us

BRYAN P. ZERINGUE
CHIEF OF POLICE



City of Thibodaux Special Event Permits

A permit will be required to hold an event on City Property. Effective January 1, 2018, the submission of an application for a Special Event Permit will be required to be submitted to the appropriate department **NO LESS** than sixty (60) days prior to the event date. Permits for Can Shakes must be submitted **NO LESS** than thirty (30) days prior to the event.

Applicant(s) are responsible to contact the required authorities regarding the necessity for additional permits & licenses. Submit all required documents to the appropriate department **NO LESS** than sixty (60) days prior to the event in order to receive the event approval and permit in a timely manner.

A **Certificate of Liability Insurance** is **REQUIRED** for **ALL EVENTS** with coverage showing the limit of liability in the sum of **ONE MILLION DOLLARS (\$1,000,000.00)** 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 Parks events, the **LIMIT** of Liability is **THREE HUNDRED THOUSAND DOLLARS (\$300,000.00)**. Insurance **MUST BE** obtained within **30** days of the event.

Notes: 1) Advertising **CANNOT** be done without first obtaining a secured Permit from the Mayor.

Respectfully,

A handwritten signature in blue ink, appearing to read "Bryan P. Zeringue", is written over the printed name and title.

Bryan P. Zeringue
Chief of Police

City Of Thibodaux

Downtown Event Charges

In reviewing our guidelines for usage of the Downtown Thibodaux area for Events, the City of Thibodaux has updated its policy. The City will be implementing a cost structure for any Event held Downtown. You will still be required to obtain permits and insurance on your own as well. Listed below are estimated costs associated with each Event and are subject to change. The City of Thibodaux also reserves the right to review each event individually.

Cost Structure

1. Security- \$45 Per Hour Per Officer	\$TBD by size of event
2. Barricades/ Street Closure Signs	\$200
3. Water, Lighting, Electrical Panels	\$100
4. Cleanup Labor	\$200
5. Administrative Costs	\$200



Community First & Forward