



SPECIAL EVENT, PARADE OR RUN APPLICATION

Effective: April 1, 2019

To apply for a Special Event (\$150.00), Parade (\$50.00) or Run Permit (\$50.00):

1. Apply no later than forty-five (45) days prior to the date of the event. Submission of an application under the timeline of 45 days does not guarantee a permit.

Contact the City of New Iberia to schedule an appointment to discuss the issuance of a special event permit:

- **City of New Iberia**—Sandra Upton—(337) 369-2300 x 1104
 - **An initial meeting** with all parties involved will be required prior to the issuance of the permit; then depending on the event, a second meeting may be called the week prior to the event in order to finalize the application.
 - **The special event, parade or run permit requiring security** must be approved by the Police Dept. before the permit will be issued.
2. Payment of fees by cash/check for deposit and/or permit prior and a consulting meeting is required before the permit approval process can begin.
 3. Marketing, Advertising & Promotional Materials: All events (sponsored or co-sponsored) by the City of New Iberia shall have marketing, promotional, social media and advertising materials reviewed by the city's marketing team. Co-sponsorship of an event authorizes the city's team to market the event using the city's web-site, Facebook, Instagram, Twitter, LinkedIn or other social media platforms.
 4. Proof of \$1 million Liability Insurance attached with the City of New Iberia named as additional insured.
 - Additional security needed _____
 - No additional security needed _____
 - Written request to Mayor's Office if street closure is needed.
 - Railroad Company contacted 1-800-753-9807

NOTE: No refunds will be given after permit has been issued.

EVENT TITLE: _____

Event Date: _____	Time Event Begins: _____
Event End Date: _____	Time Event Ends: _____
Anticipated Attendance: Total: _____	Per Day _____

Event Category:

- | | | |
|--|--|--|
| <input type="checkbox"/> Cultural Event | <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Non-Profit Event/School |
| <input type="checkbox"/> Historical Event | <input type="checkbox"/> Outdoor Event | <input type="checkbox"/> Fun Run |
| <input type="checkbox"/> Festival/Fair | <input type="checkbox"/> Civic Event | <input type="checkbox"/> Assembly |
| <input type="checkbox"/> Art Walk | <input type="checkbox"/> Business Promotion | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Religious Event | <input type="checkbox"/> Miscellaneous |

Applicant Information:

Name: _____

Address: _____

City/State/Zip: _____

E-Mail Address: _____

Phone: Fax#: _____ Cell# _____

Alternate Contact (Optional):

Name: _____

Address: _____

City/State/Zip: _____

E-Mail Address: _____

Phone: _____

Fax#: _____ Cell# _____

Organization:

Name: _____

Address: _____

Phone: _____

PUBLIC FACILITY/PARK/PAVILION RENTAL FEE SCHEDULES:

Park Facility	Hours	TOTAL
City/West End Park Community Center (whole bldg.)	5	\$1550
GYM	5	\$1000
Community Center (Teen)	5	\$800
Senior Citizen's Building	4	\$400
Sliman Theater	5	\$950
		\$125
Oak Room Meeting Room	4	\$175
Kitchen	4	\$100
All Park Grounds (designated areas) does NOT include pavilion	until 7pm	\$250
Outdoor Vendor Event (grounds)	until 7pm	\$400
City Park (Bo Ackal) Gazebo	until 7pm	\$150
West End Park (Emery "Wing") Pavilion	until 7pm	\$150
Small Pavilions	until 7pm	\$125
Bouligny Plaza (downtown East Main St.)	5	\$350
Steamboat Pavilion & rear parking lot on Fulton St.	5	\$450
Gazebo (includes \$50 deposit)	4	\$250
Breezeway (between rear of restrooms and Steamboat Pavilion)	4	\$250
Bouligny Parking Lot A (near restrooms) in conjunction with other event	4	\$250
Bouligny Parking Lot B (Iberia St. side) in conjunction with other event	4	\$250
Church Alley	4	\$450
City Hall (Main St. to front steps)	4	\$700
Canoe/Kayak (NI Trail)	4	\$350
Civic Center Marina Park	4	\$450
Basketball Tournament	8a-8p GYM	\$800
Softball Tournament (not to begin before 8am.last game not to begin after 10pm)	8a-10p	\$350
City Pool (whole)	1	\$160
City Pool (shallow side)	1	\$100
Splash Pad	1	\$100
If city owned tables & chairs are available, up to ten (10) 8'x2' rectangular tables & one-hundred (100) chairs delivered. If delivered on holidays, an additional \$75 to be charged.		\$100

Contact Park & Recreation for additional information (337) 369-2337

Location of Event: (mark-up exact rental locations on attached aerial map of Bouligny Plaza or application will not be accepted).

Description of the Event: (attach additional pages and documents, as necessary).

Regulations for (Pocket Parks): Church Alley, City Hall, Canoe/Kayak, Civic Center Marina, George Rodrigue Parks):

- For private parties the park will be barricaded with a sign stating that it is RESERVED FOR PRIVATE PARTY – Church Alley Park.
- NOTHING can be attached to the walls of Church Alley Park.
- NO PARKING to the rear on other side of bollards – Church Alley.
- NO FOOD TO BE PREPARED ON-SITE.
- Pocket Parks will NOT be rented during large festival events or parades.
- When alcohol is served at any location, security must be provided.
- No city tables or chairs will be provided in the Pocket Parks.
- There will be NO second party rentals at any time.

CLEAN-UP COST: Must be paid before the issuance of a permit. At any event, clean-up will be required during and following the event, and will include all trashcan receptacles & private property where trash has accumulated. This would include all of the area incorporating the special events permit. The city will assess a fee for clean-up, unless done privately. A written statement as to how the cleanup will be handled will be attached to the application. **NOTE:** Applicants must carry any wash/rinse water containing oils off-site.

ELECTRICAL: Existing receptacles are only 15 amps per outlet, so items such as food warmers, lamps, small fans or heat lamps cannot be plugged in together on surge protector.

PROOF OF ISSUANCE OF LIQUOR PERMIT: From ATC to allow for the consumption of alcoholic beverages at this event. If not selling alcohol, but allowing the consumption on premises, call NIPD to see if additional security is required.

NO HOLES are allowed to be drill on roadway, courtyards, sidewalks, and parking lots for tents canopies or anything else on city property.

ADDITIONAL CHARGES FOR DAMAGES: If damage to property occurs during/after special event, additional charges may be imposed. Charges are based on estimated cost to repair.

TEMPORARY SIGNS FOR EVENT:

Temporary signs advertising an event of public interest such as a state or local fair, local or general election, cattle or horse show, etc. may be erected thirty (30) days (not in public right-of-ways) prior to the event, but must be removed no more than ten (10) days after the event. Signs cannot be placed on public property, nor on private property without permission from owner.

_____ Size of signs to be placed.
_____ How many signs to be displayed

PERSONAL ITEMS/EQUIPMENT: The City of New Iberia is not responsible for items left behind.

I understand and agree to abide by the above rules and regulations for the issuance of a special event permit.

Signature

Date

Print Name

Application fee for Special Events, Parades, Run Paid:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Deposit Paid:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Clean-up Cost Paid:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Clean-up Statement Attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fee for Special Events, Parade, Run Permits Paid:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Noise Permit Application Submitted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Liability Insurance Submitted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

INSURANCE AND HOLD HARMLESS CLAUSE:

The applicant is required to maintain a minimum of one million dollar liability insurance coverage during the entire time that the event is conducted and/or permitted. The City of New Iberia shall be listed as "Additional Insured" on the Certificate of Insurance. The special events sponsor hereby agrees to indemnify and hold harmless the City of New Iberia, Louisiana, its agents, public officers, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event activity or any associated activity.

With the conduct of the sponsor's operation of the event, including but not limited to claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of New Iberia, Louisiana and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

LIABILITY WAIVER:

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of New Iberia, Louisiana, its agents, public officers, officials, or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of New Iberia, Louisiana acting within the scope of their employment.

AUTHORIZED SIGNATURES:

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read, understand and agree to abide by all regulations and requirements as outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event/ Parade that allows for the consumption of alcoholic beverages on streets and sidewalks. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special Event/Parade. Permit applied for and all terms and stipulations agreed to b

Name (please print)

Signature

Signatory Title (if applicable)

Date



New Iberia Police Department



Security Service Agreement

THIS SERVICE AGREEMENT dated this ____ day of _____,
Between _____

-And-

THE NEW IBERIA POLICE DEPARTMENT

457 East Maine St.

New Iberia, Louisiana 70560

The New Iberia Police Department shall assign Off-Duty Officers to perform police patrol and law enforcement duties (“Services”). Each period of Service rendered by an Officer shall be designated as “Assignment”. The Service shall only encompass duties and function customarily rendered by the New Iberia Police Department and Officers assigned to work for _____ shall at all times be subject to the control and direction of the enforcement of laws and Officers shall not enforce any rules and regulations that are not otherwise violations if the law, as determined the Officer.

This Agreement shall become effective on the Effective Date and shall remain in force until otherwise canceled by the parties. Either party may terminate this Agreement, with or without cause, upon 14 days’ written notice to the other party.

HOURLY RATE: Customer will pay the Officer for the services as follows:

(1) \$30.00 per hour for each Officer who provides Services for Customer (4-hour minimum per assignment) Any reported time worked by an Officer in connection with providing Service pursuant to this Agreement, which does not end in a multiple of a whole hour will be rounded up to the next whole hour.

Payment: Officer will submit to Customer a payment request form for the hours worked. Customer will pay Officer the full amount owed to Officer within (7) days of receipt by the Customer.

Independent Contractors: The Police Officer at all times shall be considered an independent contractor for all purposes under this Agreement, including the performance of Services. Nothing in this agreement shall deemed or construed to create a joint venture, partnership or employer/employee relationship between the parties. The New Iberia Police Department, at all times, retains the sole right and authority to recruit, hire, Promote, discipline, discharge, determine rate of pay, establish the terms and condition of employment of, and/or to direct and control the manner in which its employees discharge their professional and work duties.

Indemnity: Neither party hereto shall be liable for any damages proximately resulting from the acts or omission of the other party's employees or agent in the performance of the Agreement, unless due to gross negligence or willful misconduct.

Assignment: This Agreement shall not be assigned or transferred by either party in whole or in part without the prior written consent of the other party.

Separable; Severable: This Agreement constitutes the entire agreement between the parties hereto, and no provision, item or application of amended or changed without the prior written consent of both parties. If any provision, item or application of this Agreement is determined to be invalid in whole or in part, such invalidity shall not affect other provision, item or application of this Agreement which can be given without the invalid provision, item or application.

CUSTOMER:

Date: _____

New Iberia Police Department:

Date: _____

Teche Area Farmer's Market
(located on sidewalk in Plaza)
Saturdays 7:00am - 11:00am
Tuesdays 2:00pm - 5:00pm

