



SPECIAL EVENT, PARADE OR RUN APPLICATION

Revised: January, 2023

NOTICE: STEAMBOAT PAVILION AREA: Construction on the restrooms and stage will begin in January, 2023. This construction may affect events for this pavilion. Contact the Mayor's office before scheduling events during this time.

Event Title: _____

Event Date: _____ Time Event Begins: _____

Event End Date: _____ Time Event Ends: _____

Anticipated Attendance - Total: _____ Per day: _____

Application Fee: Special Event: \$150, Parade: \$50, Run Permit: \$50

Application Requirements

1. Applications must be submitted **no later than forty-five (45) days prior** to the date of the event. Submissions 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. **Sandra Upton at (337) 369-2300 Ext. 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 to finalize the application.
 - The special event, parade or run permit requiring security **must be approved** by the New Iberia Police Department before the permit will be issued.
 - **Security must be provided if alcohol is being served.**
2. **Payment of fees** for deposit and/or permit prior and a consulting meeting is required before the permit approval process can begin. Cash or check accepted.
3. 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 website, 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.

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"/>
Security Service Agreement	Yes <input type="checkbox"/> No <input type="checkbox"/>
Street Closure (written request to mayor's office)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Railroad Company Contacted 1-800-753-9807	Yes <input type="checkbox"/> No <input type="checkbox"/>

EVENT TITLE: _____

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# _____ Cell# _____ Fax# _____

Alternate Contact (Optional):

Name: _____

Address: _____

City/State/Zip: _____

E-Mail Address: _____

Phone# _____ Cell# _____ Fax# _____

Organization:

Name: _____

Address: _____

Phone#: _____

PUBLIC FACILITY/PARK/PAVILION RENTAL FEE SCHEDULE:

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

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
Citizen's Building 4 \$400	5	\$950
Oak Room Meeting Room	4	\$125 / \$175
Kitchen	4	\$100
All Park Grounds (designated areas) does NOT include pavilion	Until 7 pm	\$250
Outdoor Vendor Event (grounds)	Until 7 pm	\$400
City Park (Bo Ackal) Gazebo	Until 7 pm	\$150
West End Park (Emery "Wing") Pavilion	Until 7 pm	\$150
Small Pavilions	Until 7 pm	\$125
Bouligny Plaza (downtown East Main St.)	5	\$350
Steamboat Pavilion & rear parking lot on Fulton St.	5	\$350
Breezeway (between rear of restrooms and Steamboat Pavilion)	4	\$450
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 (Gym)	8am – 10pm	\$800
Softball Tournament (not to begin before 8am, last game not to begin after 10pm)	8am – 10pm	\$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

Location of Event: <i>(If applicable, include starting locations, ending location, route details, etc.)</i>	Description of Event Activities: <i>(Please indicate expected use per location shown.)</i>

***Please provide event flyer for full details of event. Event location(s) and/or route should also be indicated on aerial map.**

RULES/REGULATIONS

(Please read and initial each item to confirm full understanding of the terms.)

_____ **NO REFUND** will be given after the permit has been issued.

_____ **NO ACTIVITIES ALLOWED ON VETERAN'S MEMORIAL SITE.** This includes setup, storage, tampering, climbing, and manipulating in any way. This site must be monitored throughout the duration of the event.

_____ **CLEAN-UP COST** must be paid before the issuance of a permit. Clean-up will be required during and following the event and will include all trashcan receptacles & private property where trash has accumulated. Setup indicators and signage also need to be removed following the event. This includes all the area(s) incorporating the special events permit. The city will assess a fee for clean-up, unless done privately. 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 the 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 may be erected fourteen (14) days prior to the event but must be removed no more than five (5) days after the event. Signs cannot be placed in public rights-of-way, on public property, nor on private property without permission from owner.

Size of sign to be placed: _____ Number of signs: _____

_____ **REGULATIONS FOR POCKET PARKS:** (Not available during large festivals/events.)
Church Alley, City Hall, Canoe/Kayak, Civic Center Marina, George Rodrigue Parks
For private parties, barricades with signage stating RESERVED FOR PRIVATE PARTY available.

- 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.
- When alcohol is served at any location, security must be provided.
- No city tables or chairs will be provided in the Pocket Parks.

_____ **PERSONAL ITEMS/EQUIPMENT:** The City of New Iberia is not responsible for items left behind, missing, or damaged.

By signing below, I understand and agree to abide by ALL the above terms, rules, and regulations for the issuance of a special event permit.

Printed Name

Date

Signature

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 officials, 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 attorney's 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 by parties.

Printed Name

Signature

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 Main Street
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 an “assignment”. The services shall only include duties and functions customarily rendered by the New Iberia Police Department. Officers assigned to work shall always be subject to the control and direction of the enforcement of laws; officers shall not enforce any rules and regulations that are not otherwise violations if the law, as determined the officer. This agreement shall be effective on below mentioned date and shall remain in force until otherwise canceled by all 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: \$40.00 per hour for each officer who provides services for the 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 seven (7) days of receipt by the customer.

Independent Contractors: The officer shall always 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.

Separable/ Severable: This agreement constitutes the entire agreement between the parties hereto, and no provision, item, or application will be 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 terms of the agreement.

Alcohol: A security assessment for alcohol must be approved by Chief of Police, or designate.

Service Assignment Date(s): _____

Service Assignment Details: _____

Customer Signature

Date

New Iberia Police Department

Date

Function Information:

Event Title: _____

<u>Facility/ Area Requested</u>	<u>Event Start Time</u>	<u>Event End Time</u>	<u>Set-up Date/Time</u>	<u>Breakdown Date/Time</u>

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

