



## SPECIAL EVENTS GUIDELINES

1. All persons or organizations applying for a Special Events Permit are required to submit a fully completed Special Events Application at least 90 days prior to the event date. The applicant must complete, **SIGN** and **DATE** the application, which obligates the applicant to abide by the provisions of the signed agreement and Guidelines. Please email completed application to [acasborne@cityofmandeville.com](mailto:acasborne@cityofmandeville.com).
2. A \$25 application fee is required at the time the Special Events Application is submitted.
3. To arrange for street closures or traffic control, the applicant is to contact the Mandeville Police Department at (985) 626-9711.
4. If alcoholic beverages will be sold or served, City recommendation for approval and State Special Events Alcohol Permits are required by the applicant and/or vendor. City Alcohol Form and Schedule A must be completed. A letter of recommendation will be provided, after Council approval, to be included with the applicant's ATC Special Event Application. ATC will not approve an application without the recommendation letter from the City. ATC Liquor Application can be found at <http://www.atc.rev.state.la.us/special-event.php>.
5. A site plan must be included with the application. The layout must include a detailed illustration of the precise location of stages, tents, power and water sources, food vendors, retail vendors, alcohol sales, and portable toilets. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control (if applicable).
6. The applicant is solely responsible for clean-up and removal of trash and debris from the event site and surroundings. The site is to be returned to its original condition within 48 hours following the event. The applicant/organizer will be subject to fines for failure to comply.
7. If portable toilets will be provided by the applicant, a copy of the contract with the vendor specifying in writing that the portable toilets are to be removed from the site by no later than the next business day following the event. Failure to comply will result in fines to the contractor or the applicant/organizer. A copy of the contract with the vendor is to be included as part of the application.
8. If tent/tents will be used as part of the event, a copy of the contract specifying set-up and removal dates of the tents is to be included as part of the application.
9. For Festivals or Fairs with amusement rides, the applicant must register with the State of Louisiana Department of Public Safety and Corrections, Public Safety Services, and provide proof of inspection for all amusement rides. A copy of the certification is to be included with the application.
10. When cooking is performed at booths or tents using propane cookers or other forms of open flame, the Fire Department requires that there is one 5# ABC Fire Extinguisher located at each cooking station. No charcoal grills are allowed.
11. Before posting or placing any signs on public property, please contact the Permits Department at Mandeville City Hall (3101 East Causeway Approach) or call (985) 626-3144.

**NOTE:** All of the required attachments are to be included with the application when it is submitted. The application is not considered to be complete until all of the attachments (application fee, drawings of site plans and walk/run routes, copies of contracts, tax-exempt and non-profit certifications, etc.) have been received.



Mayor Clay Madden

## SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group \_\_\_\_\_  
Name of Authorized Representative \_\_\_\_\_ Non-Profit/Tax-Exempt # \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Applicant Phone # \_\_\_\_\_ Alt. Phone # \_\_\_\_\_  
E-Mail \_\_\_\_\_ Application Fee Paid? \_\_\_ YES \_\_\_ NO

Name of Event: \_\_\_\_\_  
Date(s) of Event: Day \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_ Time \_\_\_\_\_ Rain Dates(s) \_\_\_\_\_  
Event Location: \_\_\_\_\_  
Type of Event:  New  Recurring  
 Fundraiser  Concert  Race/Run/Walk  Parade  Wedding  
 Festival, Carnival or Market  Other: \_\_\_\_\_  
Description/Purpose of Event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

### EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input type="radio"/> Yes	<input type="radio"/> No
2	Is the event open to the public?	<input type="radio"/> Yes	<input type="radio"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="radio"/> Yes	<input type="radio"/> No
4	Will you require barricades for the event?	<input type="radio"/> Yes	<input type="radio"/> No
5	Are you requesting that Police be present during the event?	<input type="radio"/> Yes	<input type="radio"/> No
6	If you answered YES, to number 5, how many officers are you requesting		
7	If you are requesting Police, will they need to direct traffic?	<input type="radio"/> Yes	<input type="radio"/> No
8	Will alcohol be consumed, distributed, or sold at this event?	<input type="radio"/> Yes	<input type="radio"/> No
9	Will food be distributed, prepared or sold at this event?	<input type="radio"/> Yes	<input type="radio"/> No
10	Will there be canopies or tents?	<input type="radio"/> Yes	<input type="radio"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input type="radio"/> Yes	<input type="radio"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input type="radio"/> Yes	<input type="radio"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input type="radio"/> Yes	<input type="radio"/> No



14	Do you plan to provide portable toilets? * See Guidelines*	<input type="radio"/> Yes	<input type="radio"/> No
15	Will there be security staff?	<input type="radio"/> Yes	<input type="radio"/> No
16	Are you planning to have amplified sound?	<input type="radio"/> Yes	<input type="radio"/> No
17	Will you need access to power or water? (please circle)	<input type="radio"/> Yes	<input type="radio"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input type="radio"/> Yes	<input type="radio"/> No

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

## INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

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The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Organization Represented: \_\_\_\_\_

Office Held \_\_\_\_\_ Date \_\_\_\_\_

Please email completed application to [acasborne@cityofmandeville.com](mailto:acasborne@cityofmandeville.com).

**Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.**