



SPECIAL EVENTS APPLICATION

To apply for a Special Event Permit:

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/Sheriff department to schedule an appointment to discuss the issuance of a special event permit:
 - i. **City of New Iberia**—Sandra Upton—(337) 369-2300 x 1104
 - ii. **Iberia Parish Sheriff**- Capt. Dickie Fremin- (337) 321-4534
 - iii. A **meeting** with all parties involved will be required prior to the issuance of the permit.
 - iv. **The special event permit requiring security** must be approved by the Sheriff Dept. before the permit will be issued.
2. Payment of \$150.00 by cash/check for permit -permit payment in person is required before the approval process can begin.
3. 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 issued after permit has been issued.

OFFICE USE ONLY: _____

APPROVED BY SHERIFF'S DEPT. _____

SECURITY PROVIDED BY: _____

PRINTED NAME: _____ TITLE: _____

DATE APPLICATION APPROVED: _____ DENIED _____

Updated Mar 14, 2016



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 Dance | <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"/> Miscellaneous |
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Religious Event | |

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

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: _____

1. Location of Event: (also attach a site location map defining physical boundaries. Please note without the attached site location map, the application will not be accepted).

2. Description of the Event: (attach any enclosed documents).

3. 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—to include all trash receptacles & private property where trash has accumulated. This would include all the area incorporating the special events permit. The City will assess a fee for clean-up unless **done privately—must submit written statement as to how the cleanup will be handled—**

4. 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 consumption on premises, call Sheriff Dept to see if additional security is required.)

5. No Holes to be drilled on roadways for tents, etc on city property

6. Temporary signs for event

Temporary signs indicating an event of public interest such as a state or local fair, local or general election, cattle or horse show, etc may be erected on a 30-day non-renewable permit in any zone on approval of the zoning administrator.

- Signs may be placed 30 days before event- must be removed 10 days after the event.
- Can be placed on commercial buildings w/permission from owner.
- No Signs can be placed on public property.
- _____ Size of signs to be placed
- _____ how many signs to be displayed

I understand the above rules and regulations for the issuance of a special events permit:

Signature

Date

Fee for Special Events Permit 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"/>

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 activity associated

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.

