



# CITY OF NEW ORLEANS

## SPECIAL EVENT PERMIT GUIDE & APPLICATIONS



[specialevents@nola.gov](mailto:specialevents@nola.gov)

<http://www.nola.gov/special-events/>

# INTRODUCTION



*In New Orleans, festivals are a way of life. With over 120 festivals, events, and outdoor markets, the City has more festival days than weekend days in a year. These events feature our world-renowned cuisine, unique visual art, and unparalleled musical talents.*

*The City of New Orleans wishes to nurture its festivals and events, from the smallest neighborhood get-together to Mardi Gras. Not only do our festivals bring in over \$760 million in economic impact and 2.2 million attendees each year, but they also are intrinsic to the quality of life in the city, provide jobs for workers, and express our identities as New Orleanians to each other and the world.*

The following pages include all of the applications you could need to hold a festival, market, outdoor concert, race/marathon, professional sporting event, wedding, trade show, block party or second line. Before each application, we have included an explanation of the process and instructions to help you better navigate the permitting process for your event, big or small. We also have provided you with a checklist for required attachments. Without these attachments, your applications will not be processed. At the end of this Guide are reference materials: a fee list and application index.

Every event in the City is a chance for us to share with visitors and each other the culture of New Orleans, and bring our neighborhoods closer together. Thank you for making this vital part of our cultural economy possible.

# OVERVIEW

After you complete the relevant permit applications, please detach the pages from the booklet and bring them into the One Stop at City Hall, 1300 Perdido Street, 7th Floor. Individual applications and more are available at the [One Stop website](#). You will be contacted by the One Stop as your application is being processed. You may be contacted by individual permitting departments if they have specific questions about your application or need more information to process your request.

Please note that most public special events must obtain a Promoter's Occupational License and Mayoralty Permit (Supplement A). It is required that you answer ALL questions on the Master Application so that all necessary permits can be acquired. Please read through it carefully and provide all requested information.

THE OFFICE OF CULTURAL ECONOMY, THE CITY COUNCIL, THE MAYOR'S OFFICE, AND/ OR **THE INDIVIDUAL PERMITTING DEPARTMENTS (I.E. SAFETY & PERMITS) NO LONGER ACCEPT APPLICATIONS.** PLEASE READ THE GUIDE CAREFULLY AND RE-MIT APPLICATIONS TO THE ONE STOP SHOP ON THE 7TH FLOOR OF CITY HALL, OR YOU CAN VISIT THE ONE STOP ONLINE AT <http://www.nola.gov/special-events/> FOR ONLINE APPLICATIONS.

FOR BEST RESULTS AND OPTIMUM SERVICE, **PLEASE BEGIN THE PERMITTING PROCESS AT LEAST 90 DAYS AHEAD OF YOUR EVENT.**



# ATTACHMENT CHECKLIST

THE FOLLOWING ATTACHMENTS MAY BE REQUIRED FOR ANY SPECIAL EVENT PERMIT APPLICATION. THE APPLICATION WILL NOT BE CONSIDERED COMPLETELY SUBMITTED UNTIL ALL ATTACHMENTS CHECKED OFF BY STAFF BELOW HAVE BEEN SUBMITTED.

## MASTER APPLICATION

- Approval letter from property owner or business owner
- Plot plan/layout of the location showing the tents and their distances from each other (tents less than 12' apart will be reviewed as one) and the nearest buildings, structures with dimensions, and property line. Please use an image of the area from an online map service (not a hand drawn image). If seating will be provided, show seating/chair arrangements.
- Copy of PortoLets contract, waste company contract, and/or other relevant contracts

## SUPPLEMENT A: SPECIAL EVENT PROMOTER/VENDOR

- Promoter-List of vendors (including any food trucks participating)
- Stationary Vendor-verification of participation from promoter, occupational license

## SUPPLEMENT B: NON-COMMERCIAL STREET CLOSURE/BLOCK PARTY

- Name of Clean-up or Dumpster Company, and copy of contract if available
- Petition signed by 100% of the residents, property owners, or property managers
- Traffic Impact Study (secured in conjunction with Department of Public Works)

## SUPPLEMENT C: PARADE PERMIT APPLICATION

- Name of Clean-up company and copy of contract
- Parade route map

## SUPPLEMENT D: PARK & REC CENTER BOOKING REQUEST

- Name of Clean-up company and copy of contract

## SUPPLEMENT E: TENT PERMIT APPLICATION

- Certificate of Flame Resistance/Retardant for tent fabric (required for each tent)
- Plot plan/layout of the location showing the tents and their distances from each other (tents less than 12' apart will be reviewed as one) and the nearest buildings, structures with dimensions, and property line. Please use an image of the area from an online map service (not a hand drawn image). If seating will be provided, show seating/chair arrangements.

## SUPPLEMENT F: ENTERTAINMENT APPLICATION

- Letter with live seal from a Louisiana Registered Architect of Civil Engineering stating structure capabilities and sizes (Stages, Reviewing Stand, or Bracing).
- Plot plan showing a minimum setback of 6 feet from property lines and dimensions of sales area (Concession Stand)

## SUPPLEMENT G: SPECIAL EVENT SAFETY/SECURITY APPLICATION

- If necessary, attach details regarding how potential hazards may be used in the event. If not using City of New Orleans EMS, copy of contract with private EMS company
- Plot plan/layout of the location showing the tents and other details (see Plot Plan details above)

## SUPPLEMENT H: TAX EXEMPTION FOR NON-PROFITS

- Copy of organization letter issued by IRS or Secretary of State verifying tax exempt status

# MASTER APPLICATION

The Master Application helps us determine what permits and licenses you will need for your event. Permitting is generally done by item and activity. So tents need a tent permit, a parade needs a parade permit, serving alcohol requires a temporary alcoholic beverage license, etc. Please be sure to answer all of the questions on the next page so that your event will not miss any legally required permits.

The Master Application also includes basic information that may be included on the online calendar and, most essentially, your Event Location information.

**NOTE THAT SECURING THE EVENT LOCATION IS REQUIRED FOR ALL EVENTS. IF YOU ARE HOLDING A SPECIAL EVENT, YOU MUST READ AND COMPLETE THE FOLLOWING PER- MISSIONS OR PROCESSES TO SECURE YOUR LOCATION.**

Please look through the following items below and obtain the relevant permissions to use the property for a special event. If you are not sure if your event is located in a special district or other type of area detailed below, please contact [specialevents@nola.gov](mailto:specialevents@nola.gov).

- If the event is taking place on a neutral ground or other public green space, fill out the Supplement D application.
- If the event is taking place in a NORDC (New Orleans Recreation Development Commission) playground, park or facility, please fill out the Supplement D application.
- If the event is taking place on public property, contact the Department of Public Property Management to obtain written approval: Adrienne Recasner, 504-658- 3600, [aarecasner@nola.gov](mailto:aarecasner@nola.gov).
- If the event is located on private property not belonging to organization holding the event, secure written approval from the property owner. This can be in the form of a lease, rental agreement, or a letter granting permission.
- If the event is taking place in the street, please see the Street Closure section below and fill out Supplement B.





## SPECIAL EVENT PERMIT APPLICATION

## MASTER APPLICATION

**EVENT SCREENING QUESTIONNAIRE - Please answer every single question on this page.**

The following questions will determine the correct application supplements that will be required for your event to be fully permitted. **Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity.** If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application. If you answer "Yes" to more than 1 question with the same Supplement listed to the right, only one copy of that Supplement is required.

SALES & ADMISSIONS	IF YES, COMPLETE REQUIRED FORMS		
Will Admission be charged (including any sort of pre-payment/registration) and/or is your event a Fundraiser (for either a public or private entity)?	Yes	No	Supplement A
Will ANY food, arts, crafts, or cultural items be sold? Vendors (Food/Art/Cultural)?	Yes	No	Supplement A
<i>If you are applying as a VENDOR at an event that is organized by someone other than you, please only fill out the MASTER APPLICATION and SUPPLEMENT A. You may not apply until the promoter/organizer has registered the event with the City.</i>			
Will Alcohol be given away or sold?	Yes	No	Supplement A
Will you temporarily be using a property as a Parking lot for a Special Event?	Yes	No	Supplement A
Will your event involve ANY KIND of the following: (If yes, select all that apply) Live performance(s)?    DJ and/or Recorded Music?    Loudspeakers or Amplifiers?	Yes	No	Supplement A
STREETS AND SIDEWALKS	IF YES, COMPLETE REQUIRED FORMS		
Will your event require a stationary street closure (Block Party, etc.) or block a sidewalk?	Yes	No	Supplement B
Will your event take place in a street with parking meters or require other parking restrictions (like towing cars from a parade route)?	Yes	No	Supplement B
Will your event require the use of large dumpsters?	Yes	No	Supplement B
PARADES	IF YES, COMPLETE REQUIRED FORMS		
Will your event require a moving street closure (e.g.Race, Second Line, Bike Rally, Parade)?	Yes	No	Supplement C
CITY LAND	IF YES, COMPLETE REQUIRED FORMS		
Will your event take place in a street with a neutral ground?	Yes	No	Supplements D & G
Will your event take place in a City-owned Park or Rec Center?	Yes	No	Supplements D & G
TENTS	IF YES, COMPLETE REQUIRED FORMS		
Will your event involve ANY of the following: (If yes, select all that apply) Booths    Tents    Canopies    Air Support Structures	Yes	No	Supplement E
STAGES, BANNERS, REVIEWING STANDS & BRACING	IF YES, COMPLETE REQUIRED FORMS		
Will banners or other large signage be used before, during and/or after your event?	Yes	No	Supplement F
Will your event involve ANY of the following: (If yes, select all that apply) Viewing Stands and/or Bracing    Stages and/or Risers?	Yes	No	Supplement F
SAFETY	IF YES, COMPLETE REQUIRED FORMS		
Is the Anticipated Number of Occupants/ Attendance Greater than 1,000 people?	Yes	No	Supplement G
Will your event take place outdoors during the month of June, July or August?	Yes	No	Supplement G
Will your event involve ANY of the following? (If yes, select all that apply) Cooking Onsite?    Open Flame (fire juggling, bonfire, etc.)?    Heating Equipment? Fog Machine?    Pyrotechnics/Special Effects/Flambeaux?    Lasers? Compressed Gases or Flammable Liquid (used or stored onsite inc. for food prep.)? Operating Internal Combustion Engines?    Vehicle or Motorcycle demonstrations?	Yes	No	Supplement G
NON-PROFITS	IF YES, COMPLETE REQUIRED FORMS		
Will the applicant be a non-profit registered with the State and/or with an IRS 501(c) status?	Yes	No	Supplement H
ADDITIONAL QUESTIONS	OTHER REQUIREMENTS		
Will your event involve Commercial Filming?	Yes	No	Contact Film New Orleans at 504-658-0920
Will PortoLets be used at the site of your event?	Yes	No	Attach a copy of the contract



Special Events Permit



Date _____
Tracking Number _____

## SPECIAL EVENT PERMIT APPLICATION

## MASTER APPLICATION

### EVENT INFORMATION

Event Name \_\_\_\_\_

Event Location \_\_\_\_\_

Number of Expected Attendees \_\_\_\_\_ Preferred Rain Date \_\_\_\_\_

Event Set Up (or Formation) Date _____				Time _____	AM PM
Event Start Date _____	Time _____	AM PM	Event End Date _____	Time _____	AM PM
Event Break Down (or dispersal) Date _____				Time _____	AM PM

**Event Description** Provide a narrative description of the full scope of your event with as much detail as possible in the box below.

### APPLICANT INFORMATION

**VENDORS FOR EVENTS: FILL OUT THIS FORM AND SUPPLEMENT A**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Company or Organization Name (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

### PRIMARY CONTACT INFORMATION

SAME AS APPLICANT

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

### LOCATION OWNER INFORMATION

SAME AS APPLICANT

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

### ACKNOWLEDGMENTS

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes. I understand that any change in the scope or cost of the work must be reported to the Department of Safety and Permits and additional permits may be required.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

# SUPPLEMENT A

## PROMOTER/ORGANIZER

PLEASE NOTE THAT ALMOST ALL EVENTS MUST OBTAIN A PROMOTER OCCUPATIONAL LICENSE AND MAYORALTY PERMIT. **File Supplement A for Promoter Occupational License and Mayoralty Permit.**

**All Promoters that are including independent vendors at their event must include a vendor list** with their application. A template vendor list follows these instructions. Vendor lists must include the Vendor Business Name, Contact Name, Mailing Address, Phone Number, and Account Number. A sample Occupational License with this number circled will follow these instructions. The nine-digit account number appears in the lower left-hand corner of the vendor license.

**All for-profit Promoters that are including 3 or more vendors must obtain a Sales Tax Payment Performance Bond of \$10,000 before being issued their event permits.** Inquire at the One Stop Shop for more details on obtaining a bond and whether your organization and event require a bond.

## VENDOR LICENSE APPLICATIONS BY PROMOTERS

**The One Stop is now offering a more efficient way to register your vendors for licenses. Submit a vendor list like the example below, along with a check for the total amount of vendor registration.** It is strongly suggested that you charge the \$50 license fee to your vendors as part of their booth or participation fee.

The Department of Revenue will contact you when all vendor licenses are ready to pick up. If your vendors already have a special event occupational license like the one shown below, you can supply the account number on the spreadsheet in lieu of the \$50 fee.

**\*NOTE:** Some businesses have an occupational license that authorizes them to operate at their normal brick and mortar location or as a mobile food truck, etc. Such a license does not replace a vendor's license. Please review the licenses of anyone signing up to be a vendor to make sure that it states "Special Event – Vendor" like the example below.

# SUPPLEMENT A (cont.)

## VENDOR LICENSE APPLICATIONS BY VENDORS

**File Supplement A if you are a Vendor at a special event or trade show.** Each calendar year from January 1st through December 31st, any vendor at a special event or trade show will need to fill out the Supplement A to obtain the Trade Show Vendor Occupational License. This applies to vendors selling all items and also food vendors.

**Mobile food trucks that already have an occupational license will also have to acquire this license in order to vend at the event** beyond allotted parking times, or to supersede other normal restrictions.

**Artists/Vendors who sell ONLY their own hand-made crafts/ art and are Louisiana residents** may be exempt from the \$50 fee. Please note that hand-made items may not include altered clothing or other crafts that are not composed of material that is primarily crafted by the hand of the vendor, and the Bureau of Revenue will make the final decision on what qualifies.

**Please note that if the applicant is a first-time Trade Show Vendor, you will only be licensed if you are part of a special event and the promoter has included you on their vendor list. New vendors will also need to bring in a letter from the promoter stating that they are an official vendor for the specific event.** Once you have obtained your license, you may then use it at other events throughout the calendar year until December 31st and renew it annually in January.

## SALES TAXES FOR PROMOTERS & VENDORS

**Vendors and Promoters at Special Events and Trade Shows, must pay sales tax to the City of New Orleans.** See [www.nola.gov/en/BUSINESSES/Bureau-of-Revenue/](http://www.nola.gov/en/BUSINESSES/Bureau-of-Revenue/) for more information and to obtain forms or to contact the Bureau of Revenue directly. Sales Taxes can also be paid online using the link above.

If a vendor is selling original art and the event is taking place in a Cultural Products District, the vendor does not have to pay sales tax to the city, but **MUST** file a sales tax return claiming the exemption.

See [www.nola.gov/cultural-products-districts/](http://www.nola.gov/cultural-products-districts/) for more information on the Cultural Products Districts or contact [specialevents@nola.gov](mailto:specialevents@nola.gov).

# SUPPLEMENT A (cont.)

## TEMPORARY ALCOHOLIC BEVERAGE OUTLET LICENSES

File Supplement A if the event will be selling or giving away alcoholic beverages. The Temp. ABO can last a maximum of 3 consecutive days (by state law). Please note there is a maximum cap of local Temp. ABOs for any entity of 12 per year. Once you have applied for your local license, be sure to write down the permit number of your application.

Next, acquire a State Temporary ABO License. Take your New Orleans permit number with you and apply a minimum of 10 days in advance of your event. The ATC has opened an office in New Orleans in Benson Tower, 1450 Poydras St., Ste. 850, New Orleans, LA 70112.



# SAMPLE VENDOR LIST & LICENSE

Vendor Business Name	Contact Name	Mailing Address	City	State	Zip Code	Phone Number	Account Number
John's Crafts	John Smith	123 Alphabet St.	New Orleans	LA	70116	504-555-5555	000000000
Jane's Shirts	Jane Brown	345 Number St.	New Orleans	LA	70116	504-555-5551	000000111

## SAMPLE LICENSE WITH REQUIRED ACCOUNT NUMBER CIRCLED

THIS PERMIT MUST BE PUBLICLY DISPLAYED

### City of New Orleans OCCUPATIONAL LICENSE

LICENSE NO: [REDACTED]  
 DATE ISSUED: [REDACTED]  
 DATE EXPIRES: **December 31, 2013**

Issuance of this occupational license is a receipt for payment of said tax and entitles the recipient to operate a business at the location shown, provided said business is operated within the confines of the application thereof, and does not violate any city or state criminal, health or zoning laws.

For the year ending December 31, 2013, the person or firm named hereon is hereby licensed to pursue the occupation of **1202 - Special Events-Other (Vendor)**

TAXPAYER	[REDACTED]	AMOUNT:	\$50.00
ACCOUNT NO:	[REDACTED]	INTEREST:	\$0.00
BUSINESS LOCATION	[REDACTED]	PENALTY	\$0.00
		TOTAL:	\$50.00

*Norman S. Foster*  
 DIRECTOR OF FINANCE  
*Romy S. Serna*  
 COLLECTOR OF REVENUE

THIS PERMIT IS NOT TRANSFERABLE



Special Event  
Related



Date _____
Tracking Number _____

## SPECIAL EVENT PROMOTER/VENDOR

## SUPPLEMENT A

THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE MASTER SPECIAL EVENT APPLICATION

**Choose your application type**

Promoter (list of vendors must be attached)

Stationary Vendor (verification of participation from promoter must be attached)

### APPLICANT CONTACT INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### BUSINESS INFORMATION

Trade Name \_\_\_\_\_

Tax ID/EIN # \_\_\_\_\_

Legal Name \_\_\_\_\_

Business Location \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**Legal Type of Business**

Sole Proprietor (Individual)

Partnership  LLC  LLP

Corporation  Other

**Tax Status**

For Profit

Not for Profit

### BUSINESS OWNER/OFFICER INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ DOB \_\_\_\_\_ Gender  Male  Female

Driver's Lic. No. \_\_\_\_\_ License State \_\_\_\_ SSN \_\_\_\_\_ Place of Birth \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ DOB \_\_\_\_\_ Gender  Male  Female

Driver's Lic. No. \_\_\_\_\_ License State \_\_\_\_ SSN \_\_\_\_\_ Place of Birth \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ DOB \_\_\_\_\_ Gender  Male  Female

Driver's Lic. No. \_\_\_\_\_ License State \_\_\_\_ SSN \_\_\_\_\_ Place of Birth \_\_\_\_\_



Special Event  
Related



Date _____
Tracking Number _____

## SPECIAL EVENT PROMOTER/VENDOR

## SUPPLEMENT A

### DESCRIPTION OF GOODS AND ADVERTISING

Describe the nature, character and quantity of the goods, wares or merchandise to be sold at retail or offered for sale at retail in the city and the value of such goods.

Describe the nature and character of the advertising to be done in order to attract customers.

PROMOTER PERMITS	ALCOHOL PERMITS
<ul style="list-style-type: none"> <li><b>Occupational License (required for all Promoters) \$250.00</b> <ul style="list-style-type: none"> <li><input type="radio"/> and General Promoter Mayoralty Permit \$500.25</li> <li><input type="radio"/> or Sporting Event Promoter Mayoralty Permit \$1,000.25</li> </ul> </li> </ul> <p><b>\$10,000 Performance Bond is required If a for profit promoter will have 3 or more vendors participating</b></p>	<p>Special event alcoholic beverage permits can only be obtained by non-profit organizations or businesses with existing year-round ABO licenses at their brick and mortar locations.</p> <ul style="list-style-type: none"> <li><b>Alcoholic Beverage Processing Fee \$250.00 Plus</b> <ul style="list-style-type: none"> <li><input type="radio"/> Beer Sales \$135.00</li> <li><input type="radio"/> Wine &amp; Liquor sales \$500.00</li> <li><input type="radio"/> Beer, Wine, and Liquor \$635.00</li> </ul> </li> </ul>
VENDOR PERMITS	ENTERTAINMENT/FAIRS/SHOWS
<ul style="list-style-type: none"> <li><b>Stationary/Trade Show Vendor Occupational License \$50.00</b></li> </ul>	<p>An additional license is required for the operation of a circus, carnival, concert, or other special event, including but not limited to gun shows, arts and crafts fairs, and antique shows.</p> <ul style="list-style-type: none"> <li><input type="radio"/> <b>Temporary Event License \$250.00</b></li> </ul>

### 3 BUSINESS REFERENCES (REQUIRED FOR PROMOTERS ONLY)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

### SIGNATURES INDICATE LICENSE/PERMIT APPLIED FOR

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes.

I understand that I must report any change in business ownership, operation, and/or address immediately.

Owner/Officer Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# SUPPLEMENT B

## STREET CLOSURES

## METER RENTALS

## PARKING LANE RENTALS

If you are holding a block party, having parts of your event take place in the street, need to close off streets for loading/unloading, rent parking spaces, or clear a street of cars, you need to fill out a Street Closure and Meter Rental Application. Please note: this is not the application for *moving* events such as parades, races, marathons, or second lines. Fill out Supplement C for those types of moving events.

File Supplement B for Non-Commercial Street Closure if the event requires any kind of street space. If you need assistance acquiring the permissions or approvals below, please contact [specialevents@nola.gov](mailto:specialevents@nola.gov).

Other items needed for permit:

- Supplement G: An additional (to NOPD required for street closure) security detail is required for all street closures related to block parties
- Written agreement to relocate any taxi or carriage stands, if any. Contact: Taxicab Bureau, 658-7170





Special Events Permit 

Date _____
Tracking Number _____

**NON-COMMERCIAL STREET CLOSURE/BLOCK PARTY APPLICATION SUPPLEMENT B**

THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE MASTER SPECIAL EVENT APPLICATION

**CLOSURE INFORMATION**

Primary Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Street(s) to be closed \_\_\_\_\_ Block Number(s) \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_

Closure Date(s) \_\_\_\_\_ Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Dumpster Location (if applicable), Street Name \_\_\_\_\_ In front of \_\_\_\_\_

Dumpster Date(s) \_\_\_\_\_ Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM Curb Length \_\_\_\_\_ ft Curb Width \_\_\_\_\_ ft

Between \_\_\_\_\_ and \_\_\_\_\_

**ATTACHMENTS**

The Department of Sanitation will review all applications to ensure all appropriate clean up or disposal is arranged.

Name of Clean-up or Dumpster Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

If you do not have a contract a with a clean-up or dumpster provider, please describe the nature of the trash to be produced by your event or work as well as your plans for removal thereof.

The following Departments will be reviewing your application based upon the conditions below. These departments may contact you with questions or to request additional information that may result in additional fees/permits.

Check if your event is adjacent to or near the following:	Departments reviewing your application
<input type="checkbox"/> Neutral ground	Department of Parks and Parkways
<input type="checkbox"/> RTA Bus Route	Regional Transit Authority
<input type="checkbox"/> Adjacent to City Property	Department of Property Management
<input type="checkbox"/> Parking Meters (must purchase these if blocking)	Department of Public Works Parking Division
<input type="checkbox"/> Taxi/Carriage Stand	Department of Safety and Permits (Taxi Bureau)

**ATTACHMENTS**

- A petition signed by 100% of the residents, property owners, or property managers must be obtained using page 3 of this supplement, plus any additional pages that are needed.
- **For all Block Parties**, Special Event Supplement G must be submitted along with this application in order to obtain Police Security. The block party permit will not be issued until said application and related fees are approved and paid.

**ACKNOWLEDGMENTS**

I understand the following:

- I must provide, locate and maintain barricades with flashing amber lights and "Road Closed" signs on the street/roadway at its intersection with the mentioned cross streets and must remove them immediately at the ending time of closure.
- The closed street/roadway will be immediately available for emergency vehicles and vehicles within the closed block. In addition, pedestrians must be allowed access to the closed area free of charge.
- There will be no sales of any kind made on the public right of way.

Additionally, I understand:

- The City of New Orleans accepts no liability in connection with this event.
- This authority does not permit deviation from other provisions of the City Code.
- I have read and fully understand and agree to all provisions. I understand that non-compliance can result in revocation of this permit.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



Special Events Permit



Date _____
Tracking Number _____

**NON-COMMERCIAL STREET CLOSURE/BLOCK PARTY APPLICATION SUPPLEMENT B**

Is the event adjacent to any parking meters ?  Yes  No (If yes, complete Part A in the fees section below.)

Will the event require the removal of any parking meters?  Yes  No (If yes, complete Part B in the fees section below.)

**METER INFORMATION**

Location of parking meters: \_\_\_\_\_

Meter numbers to be rented/removed \_\_\_\_\_

Period of time for meter rental/removal From \_\_\_\_\_ at \_\_\_\_\_ am/pm

To \_\_\_\_\_ at \_\_\_\_\_ am/pm

Purpose of meter rental/removal \_\_\_\_\_

Are you requesting vehicles to be removed from streets/tow trucks?  Yes  No If yes, for how many hours? \_\_\_\_\_

**FEES**

**PART A; METER RENTAL**

	Charge Per Meter:	Number of Meters		Service Fees
Meter Bagging Charge	\$ 45	X _____		= _____
<b>Meter Rental Charge:</b>	<b>Charge Per Meter:</b>	<b>Number of Meters</b>	<b>Number of Rental Days</b>	<b>Rental Fees</b>
Rental Charge per diem: 1. Downtown Area*: \$70 2. Other: \$30	\$ _____	X _____	X _____	= + _____
*Downtown area is from the Pontchartrain Expressway to S. Claiborne Avenue to N. Claiborne Avenue to Elysian Fields to the River				+ \$40.00 Application Fee
(Service Fees + Rental Fees + Application Fee) <b>Meter Rental TOTAL</b>				= _____

**PART B: METER REMOVAL**

	Charge Per Meter:	Number of Meters		Service Fees
Meter Removal Charge	\$ 305	X _____		= _____
<b>Meter Rental Charge:</b>	<b>Charge Per Meter:</b>	<b>Number of Meters</b>	<b>Number of Rental Days</b>	<b>Rental Fees</b>
Rental Charge per diem: 1. Downtown Area*: \$70 2. Other: \$30	\$ _____	X _____	X _____	= _____
*Downtown area is from the Pontchartrain Expressway to S. Claiborne Avenue to N. Claiborne Avenue to Elysian Fields to the River				+ \$40.00 Application Fee
(Service Fees + Rental Fees + Application Fee) <b>Meter Removal TOTAL</b>				= _____



Special Events  
Permit



Date _____
Tracking Number _____

**NON-COMMERCIAL STREET CLOSURE/BLOCK PARTY APPLICATION SUPPLEMENT B**

**HOLD HARMLESS AGREEMENT**

For the temporary use of (street names) \_\_\_\_\_ between \_\_\_\_\_  
and \_\_\_\_\_.

To Whom It May Concern:

We, the undersigned, agree to save and hold harmless, the City of New Orleans from all cost and damage to any person and/or property which is caused by any activity, condition, or event arising out of temporary use of the above street, for the purpose of (event)

\_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

**We agree to work with the Department of Public Works to secure a Traffic Impact Study - included as an attachment - and also agree to comply with the provisions set forth in the permit issued as a result of this application and all related permits.**

We are also aware that the typical insurance policy may not provide us with coverage for accidents that may occur off our private property and in the public right-of-way.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**BLOCK PARTY PETITION FORM (ATTACH ADDITIONAL COPIES WITH SIGNATURES, IF NEEDED)**

I, \_\_\_\_\_, domiciled at (address) \_\_\_\_\_, certify that all heads of households of local residence and/or local business owners below have been contacted with this petition regarding their approval for the closure of the \_\_\_\_\_ block of (street names) \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_ for a block party and/or \_\_\_\_\_ event on (date) \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_.

Printed Name and Signature	Owner (O) Manager (M) Resident (R)	Phone Number	Address	Approve (A) Disapprove (D)
Print Sign				

# SUPPLEMENT C

## PARADES

## MARATHONS, RACES

## SECOND LINES

Supplement C is for any event that is both in the street and mobile. If you need to clear cars from parking lanes, either metered or un-metered, you must also fill out Supplement B in addition to this application.

File Supplement C if the event will involve the use of public streets for a parade, jazz funeral, second line, race/marathon, or other mobile street event.

Other items needed for permit: A description of the route, which can include maps to aid in the description.

A representative of the New Orleans Police Department will contact you to confirm the route and times (504-658-6201).

A representative of the Office of Police Secondary Employment will contact you with the police escort fee amount and payment instructions ([opse@nola.gov](mailto:opse@nola.gov), 504-658-8747).





Special Events  
Permit



Date _____
Tracking Number _____

# PARADE PERMIT APPLICATION

# SUPPLEMENT C

THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE MASTER SPECIAL EVENT APPLICATION

## PARADE INFORMATION

Which best describes your event?

Foot Race/Marathon/WalkaThon    Marching Crew    Second Line    Other \_\_\_\_\_

Parade Name \_\_\_\_\_

Parade Date \_\_\_\_\_

Schedule	From	To
Formation Time	AM PM	AM PM
Starting Time	AM PM	AM PM
Dispersal Time	AM PM	AM PM

Parade Width    Half Street    Entire Street

Parade Speed    Walking    Running

Type of Music \_\_\_\_\_

# of Parade Elements    # \_\_\_\_\_ Bands # \_\_\_\_\_ Cars  
# \_\_\_\_\_ Floats # \_\_\_\_\_ People (Walking/Running)

Will your parade include throws (confetti, beads, cups) or produce other debris (plastic bottles, disposable cups, etc.)?    Yes    No

Name of Clean-up Company \_\_\_\_\_    **Attach a copy of the contract.**

Contact Name \_\_\_\_\_    Contact Phone Number \_\_\_\_\_

If you do not have a contract a with a clean-up or dumpster provider, please describe the nature of the trash to be produced by your event or work as well as your plans for removal thereof.

## ROUTE

Please provide a detailed description of the desired route below. You may also attach maps to aid your description.

## ACKNOWLEDGMENTS & DISCLOSURE

By signing below, I am indicating that I understand:

NOPD parade fees are determined and agreed upon prior to the event taking place. All costs will be based on one (1) additional hour booked at the time of application.

Parades going past the allotted time are charged \$35.00 additional for the first additional hour and \$50.00 for each hour thereafter.

**Cancellations:** Any cancellation must be done a minimum of two (2) hours prior to the event. Less than two (2) hour notification will cause forfeiture of all police fees for that date.

**City of New Orleans - Ordinance #17271 MCS SEC. 154-1651 through 1664**, outlines the requirements for obtaining of permits for the staging, presenting or conducting, etc. for parades on the City Streets. For all Parades to be held on City Streets an application form must be presented FIRST to the One Stop Shop (7th floor, City Hall) or the Office of the Superintendent of Police for approval of Parade Route. Applications for parades must be dated at least FIFTEEN days prior to the date of the planned parade. Ordinance 17217 M.C.S. provides for penalties for violation of the provisions of the Ordinance.

Applicant Signature \_\_\_\_\_    Date \_\_\_\_\_

# SUPPLEMENT D

## PUBLIC PARKS

If you are holding your event in a public park, you will need to fill out this form to secure your location. This application will allow you to reserve *both* Parks and Parkways parks and New Orleans Recreation Development Commission (NORDC) parks and facilities. A list of most commonly requested properties for each agency is at the top of Supplement D for your reference.

Please note that some properties, particularly the green space in Jackson Square, have more restrictions on activities than others. See Supplement D, page 2, for more information.

Please note that Audubon Park, the Fly, Woldenberg Park, and City Park are not managed or permitted by the City.

Other items needed to complete this form:

- Contract with clean-up company OR volunteer clean-up plan, see form for more details
- Proportions of any stages that will be assembled on-site
- Proof of Insurance for any events on NORDC properties





Special Events  
Permit



Date _____
Tracking Number _____

## PARK & REC CENTER BOOKING REQUEST

## SUPPLEMENT D

THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE MASTER SPECIAL EVENT APPLICATION

**Park or Rec Center Requested:**

**Parks and Parkways Properties**

**NORDC Properties**

*If the desired place is not listed, write its name and location here:*

Other \_\_\_\_\_

Describe the area of the park you would like to rent: \_\_\_\_\_

- Louis Armstrong Plaza, Congo Square
- Lafayette Square
- Washington Square
- Jackson Square (no food allowed)
- Brechtel Park

- |                    |                    |
|--------------------|--------------------|
| Pontchartrain Park | Harrell Stadium    |
| Joe Brown Park     | Joe Brown Center   |
| Behrman Park       | Behrman Center     |
| Cut Off Center     | St. Bernard Center |
| Lyons Center       | Treme Center       |

### CONTACT INFORMATION

SAME AS MASTER APPLICATION

Applicant Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

### EVENT INFORMATION

SAME AS MASTER APPLICATION

Date of Event \_\_\_\_\_ Alternate Date \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

Description of Event: (please provide as much detail as possible)

Schedule	From		To		Number of hours
Set Up Time/Load In		AM PM		AM PM	
Time of Event		AM PM		AM PM	
Take Down/Load Out		AM PM		AM PM	
<b>TOTAL HOURS REQUIRED</b>		AM PM		AM PM	

Is the event open to the public?	Yes	No	Will admittance fees be charged?	Yes	No
Will refreshments be served?	Yes	No	Will alcoholic beverages be sold?	Yes	No
Will refreshments be sold?	Yes	No			

Cooking is NOT ALLOWED on Parks and Parkways property - only prepared foods may be served. No food or drink is allowed at Jackson Square events. Grilling is ALLOWED on NORDC park property; frying and boiling is NOT ALLOWED.

Will your event produce trash/debris (plastic bottles, disposable cups, utensils, etc.)? Yes No

Name of Clean-up Company \_\_\_\_\_ **Attach a copy of the contract.**

Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

If you do not have a contract a with a clean-up or dumpster provider, please describe the nature of the trash to be produced by your event or work as well as your plans for clean-up.



Special Events  
Permit



Date _____
Tracking Number _____

## PARK & REC CENTER BOOKING REQUEST

## SUPPLEMENT D

THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE MASTER SPECIAL EVENT APPLICATION

Please Indicate If you are using any of the following - NORDC will follow up about chairs and tables at Rec Centers.

All other Items are the responsibility of the applicant.

Item	Number	Item (ITEMS IN THIS COLUMN ARE NOT ALLOWED IN JACKSON SQUARE)	Number
Chairs		Electrical hook-ups	
Tables		Portable Toilets	
Risers		Parking	
Other		Booths	
NOTE: JACKSON SQUARE ONLY ALLOWS THE USE OF CHAIRS FOR WEDDINGS  WATER SLIDES, DUNKING BOOTHS AND OTHER WATER ACTIVITIES ARE NOT ALLOWED ON CITY PROPERTY		Stages (Please provide number and sizes)	
		Tents	
		Athletic Equipment	

YOU SHOULD SUBMIT THIS FORM AT LEAST **TWO WEEKS** IN ADVANCE OF REQUESTED DATE(S). THE CITY MAKES NO GUARANTEES THAT THE REQUESTED PARK OR REC CENTER WILL BE AVAILABLE ON THE DATES REQUESTED AND SUBMITTING THIS APPLICATION ACTS AS A REQUEST, NOT A GUARANTEE. Events taking place on NORDC properties require insurance in the amount of \$1M - liability and \$2M - aggregate.

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

# SUPPLEMENT E

## TENTS AND CANOPIES

Fill out this form if your event involves any sort of tent, tarp, canopy, or other cloth or artificial covering. ANY TENT, OF ANY SIZE, MUST BE INSPECTED AND/OR PERMITTED. EXCEPTION: Umbrellas (single, central pole; diameter of 8 ft. or less) do not need to be inspected or permitted.

File Supplement E if tents of any size are used. Tents under 120 sq. ft. are exempt from permits, but still need an inspection. Tents over 120 sq. ft. in area (or larger than 10 ft. by 10 ft.) must be permitted by the Fire Department.

Other items needed for permit:

- Certificate of Flame Resistance for tents (usually sewn into tent canopy or certificate included with purchase of tent)
- Plan Review showing location(s) of tent(s) with distances to nearest buildings and seating chart if seating included
- For large events, include total number of tents and a vendor list





Special Events Permit



Date _____
Tracking Number _____

# TENT PERMIT APPLICATION

# SUPPLEMENT E

THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE MASTER SPECIAL EVENT APPLICATION

Tent location: Commercial Location 1 or 2 Family Dwelling Location Public Property Other

## TENT OWNER INFORMATION

SAME AS MASTER APPLICATION

Tent Owner Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Tent Owner Address \_\_\_\_\_

## TENT INFORMATION

Tent Number	Tent Length	Tent Width	Square Footage	Structure Type	*# of Occupants	**# of Fire Ext.	Use		
	ft	ft	sq ft	Pole Self-Supporting			Food Sales Prod. Equip.	Other Sales Other _____	Shade
	ft	ft	sq ft	Pole Self-Supporting			Food Sales Prod. Equip.	Other Sales Other _____	Shade
	ft	ft	sq ft	Pole Self-Supporting			Food Sales Prod. Equip.	Other Sales Other _____	Shade
	ft	ft	sq ft	Pole Self-Supporting			Food Sales Prod. Equip.	Other Sales Other _____	Shade
	ft	ft	sq ft	Pole Self-Supporting			Food Sales Prod. Equip.	Other Sales Other _____	Shade
	ft	ft	sq ft	Pole Self-Supporting			Food Sales Prod. Equip.	Other Sales Other _____	Shade
	ft	ft	sq ft	Pole Self-Supporting			Food Sales Prod. Equip.	Other Sales Other _____	Shade
	ft	ft	sq ft	Pole Self-Supporting			Food Sales Prod. Equip.	Other Sales Other _____	Shade
	ft	ft	sq ft	Pole Self-Supporting			Food Sales Prod. Equip.	Other Sales Other _____	Shade

**\*If tent is used as an assembly (more than 49 persons)**

- A public address system must be provided.
- If used after sundown, exit and emergency lighting must be provided.
- If assembly capacity is more than 1000 people, an NOFD fire watch must be provided.

**\*\*Number of extinguishers required is based on square footage:**

0 to 499 sq. ft. = 1	3001 to 5000 sq. ft. = 4
500 to 1000 sq. ft. = 2	5001 to 7000sq. ft. = 5
1001 to 300 sq. ft. = 3	7001 to 9000 sq. ft. = 6

(each tent must have 2A:10BC portable fire extinguisher at a minimum)

Will there be any combustibles or flammable liquids under the tent?	Yes	No
Will the tent be heated?	Yes	No
Will the sides of the tent be used? If yes, all exits must be indicated on plot plan.	Yes	No
Will there be any cooking at the event? (If yes, an NOFD fire watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment. The plot plan or layout shall indicate where cooking equipment will be located.)	Yes	No

## REQUIRED ATTACHMENTS

- A certificate of Flame Resistance/Retardant for tent fabric.
- A plot plan or layout of the location showing the tents and their distances to the nearest buildings, structures, and property line is attached. (If seating will be provided, show seating/chair arrangement.)

## ACKNOWLEDGMENTS

I will comply with all provisions of Ordinance 22958 MCS (International Fire Code 2006 edition as amended) specifically, Chapter 24 (Tents, Canopies, and other Membrane Structures).

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

# SUPPLEMENT F

## STAGES

## REVIEWING STANDS

## CONCESSION STANDS

## BANNERS

## ENTERTAINMENT AND SOUND

File Supplement F if the event requires constructing/using the following temporary structures: **Reviewing Stands, Stages, Concession Stands, Tents larger than 1000 sq. ft. (approximately a 30 ft. by 30 ft. tent or larger).** Please note that tents require you to also fill out Supplement E.

Other items needed for permit (much of this information may be provided by the stage builders/contractors hired):

- Approval/permission from property owner (see Event Location Information)
- Recorded Act of Sale if property recently changed ownership
- Plot plan showing boundaries of the property and location and dimensions any temporary structures on the property with location and distance to nearest fire hydrant
- For reviewing stands and stages you will need a statement with a live seal from a Louisiana Registered Architect or Civil Engineer stating that the structure, stairs and landings fit certain requirements
- Signed statement from Louisiana Registered Architect or Civil Engineer that the tent installation is in compliance with NFPA 102, Chapter 8

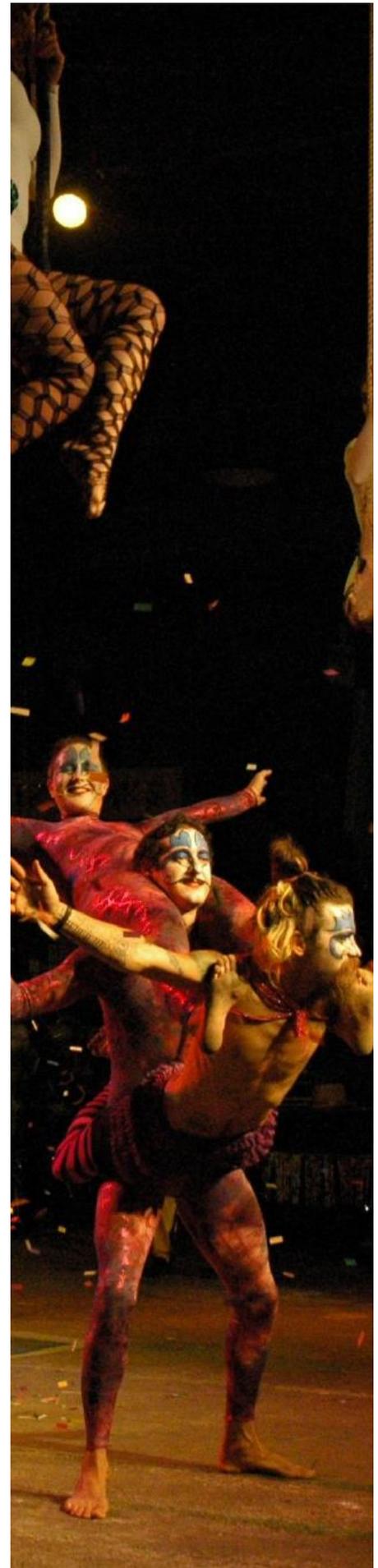
File Supplement F if the event requires **banners that stretch across public property or rights-of-way such as streets or sidewalks.** Please note that some areas, such as the French Quarter, have restrictions on temporary signs, whether across rights-of-way or on the fronts of private buildings/on private property visible from the street.

File Supplement F if your event is offering any sort of **entertainment**, including, but not limited to:

- **Live performance (musical, theatrical, etc.)**
- **PA system**
- **DJ or recorded music**
- **Sound amplifiers**

**This does not apply to parades or second lines.**

Please note that not all zones allow live outdoor entertainment, such as residential zoned properties.





Special Events Permit



Date	_____
Tracking Number	_____

## ENTERTAINMENT APPLICATION (STAGE, REVIEWING STAND, BRACING, BANNER AND/OR CONCESSION STAND) SUPPLEMENT F

THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE MASTER SPECIAL EVENT APPLICATION

### TEMPORARY BANNER/DISPLAY INFORMATION

Type of Display    Banner    Light/Laser Projection    Searchlight  
 Location Type    Single Building    Between 2 Buildings (crossing street)    Between Public Poles Crossing Street

Display Text \_\_\_\_\_  
 (if image or other logo, attach a mock-up.)

Building 1 or Single Building Address \_\_\_\_\_

Building 2 Address \_\_\_\_\_

If between Public Poles, Block Number \_\_\_\_\_ Street Name \_\_\_\_\_

Date of Display	From _____	To _____
-----------------	------------	----------

### OTHER STRUCTURE INFORMATION (You must also submit attachments. Please see page 2 for detailed information.)

Which, if any, other structures will be erected?    Reviewing Stand    Gallery or Balcony Bracing    Concession Stand  
 (Check ALL that apply)    Temporary Alcohol Stand    Stage (Number of Stages:\_\_\_\_)

Structure Location \_\_\_\_\_

Will this structure be erected on any part of a street or sidewalk?    Yes    No    Number of footings \_\_\_\_\_

Weight of the stage: \_\_\_\_\_    Dimensions of the stage: \_\_\_\_\_ L x \_\_\_\_\_ W x \_\_\_\_\_ H

### ENTERTAINMENT INFORMATION N/A - THERE WILL NO ENTERTAINMENT AT THIS EVENT

Please describe the type(s) of entertainment being provided:

Potential Noise Sources (other than crowd) CHECK ALL THAT APPLY:    Where will entertainment take place?  
 Live performance(s)?    DJ and/or Recorded Music?    Outdoors    Indoors    Both  
 PA System?    Sound Amplification (speakers)?  
 Other: \_\_\_\_\_    What is the average expected sound level? \_\_\_\_\_  
 \_\_\_\_\_    What is the maximum expected sound level? \_\_\_\_\_

If your event takes place during the week, a falls in the hours of 12:00am - 7:00am, you'll need approval from the location's designated City Council person and the City Health Department.

<b>Event Entertainment Hours Day 1</b>	<b>From</b>					<b>To</b>				
	Date	Time	AM	PM	Date	Time	AM	PM		
<b>Event Entertainment Hours Day 2</b>	<b>From</b>					<b>To</b>				
	Date	Time	AM	PM	Date	Time	AM	PM		
<b>Event Entertainment Hours Day 3</b>	<b>From</b>					<b>To</b>				
	Date	Time	AM	PM	Date	Time	AM	PM		
<b>Event Entertainment Hours Day 4</b>	<b>From</b>					<b>To</b>				
	Date	Time	AM	PM	Date	Time	AM	PM		



Special Events  
Permit



Date _____
Tracking Number _____

## ENTERTAINMENT APPLICATION (STAGE, REVIEWING STAND, BRACING, BANNER AND/OR CONCESSION STAND) SUPPLEMENT F

### REQUIRED ATTACHMENTS

**Plot Plan (REQUIRED FOR ALL)**

A plot plan showing the boundaries of the property, the location and dimensions of the banner/projection, searchlight, reviewing stand, concession stand or bracing on the property, including the location and distance to the nearest fire hydrant.

**Property Owner Authorization (REQUIRED FOR ALL)**

A letter from the property owner(s) authorizing use of the property (if applicant is not property owner). If property is owned by a company, the letter must be provided on company letterhead. When a banner is strung between 2 buildings, authorization from both property owners is required. When projection equipment is used and the equipment location differs from the projection surface location, authorization from both property owners is required. If the Property Owner is the City of New Orleans, as in the case of sidewalks and streets, the appropriate City department will review this application.

**IF APPLICABLE:**

**ADDITIONAL ATTACHMENTS FOR REVIEWING STAND OR BRACING ONLY**

A letter with a live seal from a Louisiana Registered Architect or Civil Engineer stating:

- The structure is capable of withstanding a minimum of 1000 psf live load.
- The structure provides 42" guardrails for public safety.
- Stairs will have risers not more than 7" high and not less than 4", with treads not less than 11" wide, with handrails not less than 34" high nor greater than 38" high.
- Handicapped ramps, where provided, shall have a slope of 1:12, in accordance with ANSI A.117.1.
- The width of landings shall not be less than the width of the stairways/ramps they serve.

**ADDITIONAL REQUIREMENTS FOR CONCESSION STAND**

- The stand must be on parade route or on private property and situated as to not interfere with pedestrian movement on the sidewalk. The plot plan must show a minimum setback of six (6) feet from the property lines.
- Concession stand operators must also submit the Supplement A Application.

### ACKNOWLEDGMENTS

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

# SUPPLEMENT G

## SPECIAL HAZARDS

## SECURITY

## EMERGENCY MEDICAL SERVICES

Supplement G covers special hazards, Police or private security details, and Emergency Medical Services. Having these hazards at your event will require you to hire security, EMS, and/or a fire watch by Fire Department personnel. Some pricing for these services is available at the end of the Guide.

**The following Hazards REQUIRE you to file Supplement G:**

- Lasers
- Open Flame
- Cooking
- Heating Equipment
- Compressed Gases
- Flammable Liquids
- Pyrotechnics/Special Effects
- Fog Generator
- Vehicles/Motorcycles
- Operating Internal Combustion Engines
- Mardi Gras/Parade Floats
- Mobile Homes
- Tents, Canopies, Air-Support Structures
- Multi-Level or Covered Booths

**You MUST file this Supplement if your event fits any one or more of the following criteria:**

- Over 1,000 attendees (Both Police/Security Detail and Emergency Medical Services are needed)
- Is a Block Party (Police Detail is required)





Special Events Permit



Date	_____
Tracking Number	_____

## SPECIAL EVENT SAFETY/SECURITY APPLICATION

## SUPPLEMENT G

THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE MASTER SPECIAL EVENT APPLICATION

### LAYOUT

What is the expected number of attendees at your event? \_\_\_\_\_

Which of the following best describes your event? Exhibit/Trade Show Block Party Theme Party/Ball Other Concert Outdoor Festival/Fair

Will alcohol be served at your event? Y N Is your event: 18+ Adult or Family-friendly

Number of Single Level Booths \_\_\_\_\_ Multi-level Booths \_\_\_\_\_ Covered Booths \_\_\_\_\_

### SPECIAL HAZARDS (CHECK ALL THAT APPLY)

- |                   |                                       |                                      |
|-------------------|---------------------------------------|--------------------------------------|
| Lasers            | Flammable Liquids                     | Mardi Gras Floats                    |
| Open Flame        | Pyrotechnics/Special Effects          | Mobile Homes                         |
| Cooking           | Fog Generator                         | Multi-Level or Covered Booths        |
| Heating Equipment | Vehicles/Motorcycles                  | Tents/Canopies/Air Support Structure |
| Compressed Gases  | Operating Internal Combustion Engines | Other _____                          |

Describe how the potential hazards checked above will be used in your event. (Include or attach additional details, if necessary)

If a review determines that a fire watch is required for this event, who will be the responsible party for payment?

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### SECURITY DETAIL INFORMATION

N/A (EVENT HAS LESS 1,000 ATTENDEES)

Events with more than 1,000 attendees need to provide security coverage at the event site. This application will serve as your request to the New Orleans Police Department and a member of their Events team will contact you to coordinate services. Please indicate below any special requests or risks you anticipate in advance.



Special Events Permit



Date _____
Tracking Number _____

## SPECIAL EVENT SAFETY/SECURITY APPLICATION

## SUPPLEMENT G

### EMERGENCY MEDICAL SERVICES

N/A (EVENT HAS LESS 1,000 ATTENDEES)

Events with more than 1,000 attendees need to provide emergency medical staff on standby at the event site. Events taking place on City Property must work New Orleans Emergency Medical Services to coordinate coverage. Below are the types of coverage offered by New Orleans EMS. Please contact EMS at cpalmisano@nola.gov to determine what your event needs.

- # Ambulance \_\_\_\_\_ An ambulance crew consists of 1 Paramedic & 1 EMT and costs \$150.00 per hour with a 4 hour minimum. Additional crew member(s), if needed, \$75/hour. More than three units require an EMS Supervisor to be present on the detail. Supervisor rate is \$75/hour with a four hour minimum.
- # Mini All-Terrain Ambulance \_\_\_\_\_ The all-terrain ambulance is used to extract injured or sick patrons from areas inaccessible to standard ambulances. This crew consists of 1 Paramedic and 1 EMT-basic. \$100/hour with a four hour minimum.
- # Sprint Car \_\_\_\_\_ A sprint car consists of 1 Paramedic. \$75/hour - sprint car with one paramedic. \$100/hour - sprint car with two medics.
- # Bike Team \_\_\_\_\_ The bike team consists of at least 1 paramedic and 1 Emergency Medical Technician (EMT) Basic. \$100/hour per bike team with a four hour minimum. Over three teams require an EMS Supervisor to be present on the detail. Supervisor rate is \$75/hour with a four hour minimum.
- # Mobile Surge Unit \_\_\_\_\_ \$300/hour - four hour minimum  
\$75/ hour - minimum of 2 paramedics.

If your event is not on City property and you have hired private emergency coverage, please describe the type of coverage you have arranged below including the number of paramedics, EMTs, and equipment. (A copy of the contract should also be attached.)

Company Name of Provider \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

### ATTACHMENTS

- Plot Plan (REQUIRED)
  - Seating, display, table/chair, and exhibit arrangement and dimensions.
  - Location and dimensions of tents, stages, security barricades, and clearly labeled sites to be used for hazardous activities.
  - Location and dimensions of means of egress components (aisles, access ways, exit access, doors, exits, etc.)
  - Indicate on plans which exhibit booths have covered tops or multi-levels.
- Emergency Medical Services Contract, if not using City of New Orleans EMS

### ACKNOWLEDGMENT

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes. I understand that any change in the scope or cost of the work must be reported to the Department of Safety and Permits and additional permits may be required.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

# SUPPLEMENT H

## FEE EXEMPTION FOR NON-PROFIT ORGANIZERS

If the organization holding the event is a non-profit, fees for the Promoters/Organizers Occupational License, Mayoralty Permit, Sales Tax, and Temporary Alcoholic Beverage Outlet License can be waived. These licenses and permits are applied for using Supplement A.

Both federal 501(c)3 and state non-profits qualify for these exemptions. PLEASE NOTE THAT THIS FORM DOES NOT EXEMPT NON-PROFITS FROM ANY OTHER FEES NOT ASSOCIATED WITH SUPPLEMENT A. The permitting departments no longer waive fees that are not covered by this Exemption form.

Fill out Supplement H and attach a copy of the IRS letter confirming the organization's 501c3 status or a letter from the Louisiana Secretary of State.

Filing Supplement H does NOT guarantee a waiver.





Special Events Permit



Date _____
Tracking Number _____

# TAX EXEMPTION FOR NON-PROFITS APPLICATION

# SUPPLEMENT H

**ATTACHMENT REQUIRED:** Please attach a copy of your organization letter issued by the I.R.S. or Secretary of State verifying tax exempt status.

Seeking exemption from:
 

Occupational License (150-970) (C) (1)	Mayoralty Permit (110-264) (C)	Other _____
Sales Tax (150-521) (17)	Amusement Tax (150-521) (17)	_____

Name of Non-profit Organization \_\_\_\_\_

Tax ID/EIN # \_\_\_\_\_

Representative \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Organization mailing address: \_\_\_\_\_

Yes No Does this organization endorse candidates for public office?

Yes No Is this organization otherwise involved in political activities?

Yes No Were you asked to sponsor this activity in order that it might receive tax exempt status?

If so, by whom? \_\_\_\_\_

Describe the event for which the exemption is sought:

Location \_\_\_\_\_ Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

How will proceeds, after payments of direct necessary expenses be used?

If proceeds are to be donated to a nonprofit organization, explain how the organization will use the funds:

Yes No Will the event yield a profit to a promoter or any individual or business that has contracted to provide a service or equipment for the event?

Yes No Is this activity in competition with retail merchants? If yes, explain how:

I hereby certify that the above named organization is a bonafide, in good standing, domestic civic, educational, charitable, fraternal, or religious organization under the laws of the State of Louisiana or with proper tax exemption status with the Internal Revenue Service; that the organization is the actual sponsor of the event described and that all the proceeds from the event, after necessary direct expenses, will be used for civic, educational, charitable or religious purposes.

I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption under section 150-521 (17), 150-970 (C) (1), and/or 110-246 (C) of the code of the city of New Orleans shall be subject to civil and criminal penalties provided for in Louisiana Statutes.

Application must be reviewed and approved for non-profit waivers to be granted. Completion of this form does not guarantee waiver.

Organization Name \_\_\_\_\_

Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

# SPECIAL EVENTS LICENSES & PERMIT FEES\*

*\*This is a general guide to fees; additional fees/service charges may apply depending on the specifics of your event*

LICENSE OR PERMIT BY CATEGORY	UNIT COST	TOTAL COST
<b>ALCOHOL</b>		
Application Processing		\$250.00
Beer Sales or Distribution		\$135.00
Beer, Wine and/or Liquor Sales or Distribution		\$500.00
<b>PROMOTER</b>		
Occupational License		\$250.00
Mayoralty Permit		\$500.25
Sporting Event Mayoralty Permit		\$1,000.25
Performance Bond		\$10,000.00
Occupancy Permit		\$190.00
Plan Review		\$50.00
<b>STREET CLOSURE</b>		
Per Block		
CBD	\$310.00	
French Quarter	\$615.00	
Canal Street	\$615.00	
Other Streets	\$90.00	
Application Fee		\$40.00
<b>METER RENTAL</b>		
Meter Bagging Fee		\$45.00
Per Diem Charge		
Downtown Area (CBD, French Quarter)		\$70.00
Other Streets		\$30.00
Application Fee		\$40.00
<b>PARADES</b>		
Minimum Escort Fee		\$384.97

<b>LICENSE OR PERMIT BY CATEGORY</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
<b>TENTS AND CANOPIES</b>		
Per Tent, 0-10,000 sq. ft.	\$50.00	
<b>SIGNS AND LIGHT EFFECTS</b>		
Banner	\$100.00	
Exterior laser, sky tracker, searchlight	\$25.00	
<b>TEMPORARY STRUCTURES</b>		
Reviewing Stand		
Private Property Residential District	\$50.00	
Private Property Non-Historic Commercial	\$150.00	
Private Property Historic Commercial	\$225.00	
Public Property CBD	\$150.00	
Concession Stand		
Private Property Non-Historic Districts	\$150.00	
Private Property Historic Districts	\$225.00	
Non-Profit Property	\$25.00	
Stage	\$190.00	
Tent over 1,000 sq. ft.	\$190.00	
<b>EMERGENCY MEDICAL SERVICES</b>		
Ambulance per hour 4 hour minimum	\$150.00	\$600.00
Additional Crew per hour	\$75.00	\$300.00
Supervisor per hour (4 or more units)	\$75.00	\$300.00
Miniature Ambulance per hour 4 hour minimum	\$100.00	\$400.00
Sprint Car per hour	\$75.00	
Additional Medic per hour	\$100.00	
EMS Physician per hour	\$100.00	
Bike Team per hour 4 hour minimum	\$100.00	\$400.00
Supervisor per hour (4 or more units)	\$75.00	\$300.00
Mobile Surge Unit per hour 4 hour minimum	\$300.00	\$1,200.00
Additional Medic per hour	\$75.00	\$300.00
EMS Physician per hour	\$100.00	\$400.00

# SPECIAL EVENT APPLICATIONS INDEX

- Master Application
- Supplement A:
  - Promoter/Organizers Permits and Licenses
  - Vendor License
  - Temporary Alcoholic Beverage Outlet License
- Supplement B:
  - Street Closures
  - Meter Rentals
  - Parking Lane Rentals
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  - Parades, Second Lines, Races, Marathons
- Supplement D:
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- Supplement E:
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  - Entertainment
- Supplement G:
  - Safety Hazards (cooking, fireworks, open flames, flammables)
  - Security/Police Details
  - Emergency Medical Services
- Supplement H:
  - Non-Profit Organizer Tax Exemption Form

# CREDITS

## GUIDE AND FORMS

Many City departments and event organizers contributed to the creation of this Guide and permit applications.

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Preparedness

Information Technology and Innovation

## PHOTOCREDITS

Cover:

- Second Line Parade, Photo by Jay Combe, Courtesy of the Convention and Visitors Bureau
- Mardi Gras Parade on St. Charles Avenue, Photo by Pat Garin, Courtesy of the Convention and Visitors Bureau
- Jackson Square at French Quarter Fest, Photo by Jay Combe, Courtesy of the Convention and Visitors Bureau

Introduction:

- Jackson Square Art Colony, Photo by Pat Garin, Courtesy of the Convention and Visitors Bureau

# CREDITS (cont.)

## Overview:

- Brass Band in Jackson Square, Photo by Jen Amato, Courtesy of the Convention and Visitors Bureau

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- French Quarter Festival in Jackson Square, Photo by Margot Landon, Courtesy of French Quarter Festivals, Inc.

## Supplement A:

- Food Stands at the Jazz and Heritage Festival, Photo by Jay Combe, Courtesy of the Convention and Visitors Bureau

## Supplement B:

- Dancing at Dusk, Photo by George Long, Courtesy of French Quarter Festivals, Inc.

## Supplement C:

- Mardi Gras Parade, Photo by Chris Granger, Courtesy of the Convention and Visitors Bureau

## Supplement D:

- City Park, Photo by Jay Combe, Courtesy of the Convention and Visitors Bureau

## Supplement F:

- Cirque Bésèrque at Fringe Fest 2011, Photo by Janet Wilson, Courtesy of Fringe Fest

## Supplement G:

- French Quarter Festival, Photo by Jay Combe, Courtesy of the Convention and Visitors Bureau

## Supplement H:

- Cajun Zydeco Festival performance. Photo credit: Cheryl Gerber, Courtesy of the New Orleans Convention and Visitors Bureau