

City of New Orleans
Department of Parks and Parkways

Mitchell J. Landrieu
Mayor

Ann E. Macdonald
Director

Booking Request

Date Filed _____

Neutral Ground/Park Requested: _____

Date of Event: _____ Alternate Date: _____

Time of the event: from _____ am/pm to _____ am/pm
Set-up hours required: from _____ am/pm to _____ am/pm
Take down hours required: from _____ am/pm to _____ am/pm
Total hours required: _____

Anticipated Attendance: _____

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

Is the event open to the public? _____ Will admittance fees be charged? _____
Will refreshments be served? _____ Will alcoholic beverages be sold? _____
Will refreshment be sold? _____

No BBQ pits or open flame cooking on site is allowed unless permitted by NOFD and OSS.
Only prepared foods may be served.

Please indicate if you will be using any of the following. The applicant must make separate arrangements for these items.

| | | | | | |
|------------------|-------|--|-------|---------|-------|
| Portable Toilets | _____ | Electrical hook-ups | _____ | Parking | _____ |
| Chairs | _____ | Tables | _____ | Booths | _____ |
| Risers | _____ | Tents | _____ | Other | _____ |
| Stages | _____ | If yes to stages indicate number and sizes _____ | | | |

Should this request be approved 50 % of the usage fee is due within 30 days.

Contact Information

Name: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Submit to:
Ann E. Macdonald, Director
Department of Parks and Parkways
2829 Gentilly Boulevard
New Orleans, LA 70122
504.658.3201 Phone 504.658.3227 FAX
ParksandParkways@nola.gov