



Application for Event Permit Packet

Application for Event Permit Checklist.

- ✓ Point of Contact Information including, address and phone numbers (home, work, and cell)
- ✓ Detailed event description
- ✓ Detailed map of event (including parade route(s) if applicable)
- ✓ Time of event (Start Time and End Time)
- ✓ Number of Vendors or Entries
- ✓ Special equipment being used (i.e. rides, amusement equipment, booths, etc.)
- ✓ Parking Arrangements
- ✓ Proof of Liability Insurance – at least \$100,000 per person, and \$300,000 per occurrence and Naming the City of Leesville as an additional insured for the purpose of the event.
- ✓ Sponsor organization
- ✓ Detailed area of operations
- ✓ Need for road blockage. If applicable, which roads and how will they be blocked.
- ✓ Estimated Number of Police Officers needed for security, traffic control, etc. and times needed.
- ✓ Approval by City Council

Comments:

An Event Permit Fee of \$25.00 must accompany the application filing. **Unless waived by the Chief of Police, an additional \$250.00 fee must be paid if requesting Police Personnel for the event.**

Application for Event Permit, application fee(s), and proof of insurance must be submitted at least thirty (30) days prior to the scheduled event date to ensure adequate time for review and approval by City Council. If the insurance provider is unable to furnish a binder for this timeline, then a documented statement must be provided indicating when the insurance binder will be made available. **Failure to provide proof of insurance shall result in refusal of permit.**

If you have any questions or need additional information, please call Kacie Reif at 337-404-4078.

Leesville City Hall
Planning and Zoning Department
508 S. 5th St. Leesville, LA 71446



Application for Event Permit

A NON-REFUNDABLE PROCESSING FEE (\$25.00) IS REQUIRED FOR ALL EVENT PERMITS.

**Internal Use
Only**

Charge Code:
8452
Price: \$25.00

Date of Application: _____

APPLICANT INFORMATION

Applicant Name:

Applicant Address:

Phone:

Email:

ORGANIZATION INFORMATION

Organization:

Contact Name

Organization Address:

Phone:

Email:

EVENT INFORMATION

Type of Event:

Detailed Description of Event:

Dates of Event

Start Time:

End Time:

Route (Include Start and Finish Points):

Number of Vendors/Entries:

Location of Assembly Area:

Assembly Time:

EVENT CHAIRPERSON

Name:

Address:

Phone:

Email:

By signing below, I hereby acknowledge that I am applying for an event permit with the City of Leesville and agree to pay the required permit fee, as well as any applicable fees for police presence if deemed necessary by the City. I affirm that I either own the property where the event will be held or have obtained written permission from the property owner, which is included with this application. I further agree to provide event insurance that names the City of Leesville as an additional insured for the duration of the event. I understand that the event permit will only be issued upon approval by the City Council at a public hearing. Additionally, I acknowledge that I have read and fully understand the noise ordinances for the City of Leesville and agree to comply with these regulations during the event.

Signature of Applicant

Date

Signature of Accepting City Employee

Date



City of Leesville Noise Ordinances

Sec. 54-137. - Unnecessary noise.

(b)

(2)Radio, phonograph or any musical instrument. The playing of any radio, phonograph or any musical instrument in such a manner or with such volume, particularly between the hours of 11:00 p.m. and 7:00 a.m. as to annoy or disturb the quiet, comfort of repose of persons in any office, hospital, or in any dwelling, hotel or other type of residence, or of any persons in the vicinity.

(3)Yelling, shouting, etc. Yelling, shouting, hooting, whistling, or singing on the public streets, particularly between the hours of 11:0 p.m. and 7:00 a.m., or at any time or place so as to annoy or disturb the quiet, comfort, repose of persons in any hospital, dwelling, hotel, or other type of residence, or of any persons in the vicinity.

(11) *Drums, loud speakers.* The use of any drums, loud speakers or other instrument or device for the purpose of attracting attention by creation of noise to any performance, show or sale or display of merchandise.

(12) *Loud speakers on trucks.* The use of mechanical loud speakers or amplifiers on trucks or other moving or standing vehicles for advertising or other purposes.

(13) *Loud speakers for advertising.* The use or operation, or the causing to be used or operated, in front of or outside of any building, place, or premises, or through any window, doorway or opening of such building abutting upon the public street, or upon any public street any device or apparatus for tapping windows, or for amplifying sound from any radio or phonograph, or any sound reproducing device.

(14) *Hawkers, peddlers and vendors.* The shouting or crying of peddlers, hawkers and vendors which disturbs the peace and quiet of the neighborhood.

Sec. 54-158. - Emanation of excessive sound or noise; exceptions; penalties.

(a)No person shall operate or permit the operation of any sound amplification system which emanates unreasonably loud or excessive sound or noise which is likely to cause inconvenience or annoyance to persons of ordinary sensibilities, when both the following exist:

(1)The sound amplification system is located in or on any motor vehicle on a public street, highway, or public park.

(2)The sound or noise emanating from the sound amplification system is audible at a distance of greater than twenty-five (25) feet which exceeds eighty-five (85) decibels.

(b)The provisions of this section do not apply to the use of a horn, alarm, or other warning device which has as its purpose the signaling of unsafe or dangerous situations or to summon the assistance of law enforcement when used for such purpose, or when used in conjunction with a permitted event.

(c)Whoever violates a provision of this section shall be fined two hundred dollars (\$200.00) for a first offense, and not less than three hundred dollars (\$300.00) nor more than five hundred dollars (\$500.00) for second and subsequent offenses.

(d) (1)Upon conviction for a first offense, the court may order the violator to surrender to the law enforcement agency that arrested the violator or reported the violation the driver's license of the driver involved in the violation for a period not to exceed thirty (30) days. The violator shall be responsible for the retrieval of his driver's license from the law enforcement agency after the expiration of the period of surrender.

(2)Upon conviction for a second or subsequent offense, the court may order the violator to surrender to the law enforcement agency that arrested the violator or reported the violation the driver's license of the driver involved in the violation for a period not less than thirty (30) days nor more than ninety (90) days. The violator shall be responsible for the retrieval of his driver's license from the law enforcement agency after the expiration of the period of surrender.

(Ord. No. 3/09, § 1, 3-23-09)

Sec. 54-159. - Amplified devices in public places; quiet zones; penalties.

(a)No person shall operate or play any sound-producing device or sound-amplification device in a public street, public park, or other public place in a manner likely to disturb, inconvenience, or annoy a person of ordinary sensibilities, if the sound produced is in excess of fifty-five (55) decibels as measured within ten (10) feet of the entrance to:(1)Hospitals.(2)Churches, synagogues, temples, or other houses of religious worship, while the building is occupied and services are being performed, provided that a sign is posted within ten (10) feet of the front door when services are being performed.(b)Whoever violates any of the provisions of this section shall be imprisoned for not more than thirty (30) days.

(Ord. No. 3/09, § 1, 3-23-09)



RELEASE OF LIABILITY FORM

I, the undersigned, (on my own behalf and on behalf of my heirs, personal representatives, successors and assigns), for and in consideration of the opportunity to use the property of the City of Leesville for attached related activities (hereinafter the “EVENTS”), conducted in the City of Leesville and its affiliates, volunteers, employees and/or agents (hereinafter the “RELEASED PARTIES”), hereby release and hold harmless the **RELEASED PARTIES** from any and all claims and demands, rights and causes of action of any kind whatsoever which I now have or later may have against the Bin any way resulting from, arising out of, or in connection with the performance of their duties and my participation in any said **EVENTS**.

I understand that all participants of the **EVENTS** and their guests participate voluntarily and at their own risk. This release extends to any and all claims I have or later may have against the **RELEASED PARTIES**, resulting from or arising out of their performance of their duties whether or not such claims result from negligence (except willful neglect) on the part of any or all of the **RELEASED PARTIES** with respect to the **EVENTS** or with respect to the conditions, qualifications, instructions, rules or procedures under which the events are conducted or from any other cause whatsoever. **I UNDERSTAND THAT THIS MEANS THAT I AGREE OT TO SUE ANY OR ALL OF THE RELEASED PARTIES FOR ANY INJURY RESULTING TO MYSELF OR MY PROPERTY ARISING FROM OR IN CONNECTION WITH THE PERFORMANCE OF THEIR DUTIES IN SPONSORING, PLANNING OR CONDUCTING THE EVENTS.**

WAIVER OF RIGHTS UNDER STATE LAW

I further agree to waive all benefits from any State of Louisiana law which would negate or limit the scope of this Release and Indemnification Agreement and agree that this Release shall be governed my and construed under the laws of the State of Louisiana.

THIS IS A RELEASE – READ BEFORE SIGNING. BY SIGNING THIS RELEASE, I HEREBY REPRESENT, WARRANT AND CERTIFY THAT I HAVE READ THIS RELEASE, AND FULLY UNDERSTAND IT AND THAT I AM NOT RELYING ON ANY STATEMENTS OR REPRESENTATIONS MADE BY THE RELEASED PARTIES.

NOTE: If you do not understand anything in this document, you should not sign it. Instead, you should consult with your legal advisor.

Participants must be 18 years of age or older.

Please Complete the Following:

PRINT NAME: _____

Signature: _____

Date: _____ Address: _____

City: _____ State: _____

Email: _____



Administrative Checklist

- Review Completed Application
- Verify property ownership via GIS
- Include Proof of Event Insurance
- Include Map of Event Area
- Include all additions to the event including food trucks/trailers, bounce houses, DJ/Band, etc.
- Confirm Hours of Event
- Notify Leesville PD and include copy of email and any comments.
- Notify Council District Representative and include copy of email and any comments.
- Submit Completed Packet for Council Review
- Payment Made (Event Permit *and* PD Fee if applicable) to Cashier upon Council Approval
- Include Copy of Receipt(s)
- Email Approved Permit Packet; CC: Mayor, City Administrator, City Planner, Leesville Chief of Police, and Code Enforcement Officer