

EVENT CHECKLIST

The following information must be provided to Leesville Police Department at the time of application for an Event Permit to be considered:

- _____ Point of Contact Information including address, home, work & cell phones
- _____ Detailed event description
- _____ Detailed map of event (including route(s), if applicable)
- _____ Time of Event (Beginning and Ending)
- _____ Number of Vendors or Entries
- _____ Special equipment (i.e. rides, amusement equipment, booths, etc.)
- _____ Parking arrangements
- _____ Insurance coverage binder
- _____ Sponsor organization
- _____ Detailed area of operations
- _____ Need for road blockage. If so, which roads and how blocked
- _____ Estimated number of officers needed for security, traffic control, etc. and times Needed
- _____ Who is paying officers

ALL OF THE FOREGOING INFORMATION MUST BE ATTACHED TO YOUR APPLICATION

EVENT PERMIT APPLICATION

APPLICANT INFORMATION:

Name: _____
Address: _____
Telephone: _____

ORGANIZATION INFORMATION:

Contact Name: _____
Organization: _____
Address: _____
Telephone: _____

EVENT INFORMATION:

Type of Event: _____
Date of Event: _____
Start/End Time: _____
Route:
(Include Start & End Points) _____
of Entries: _____
Location(s) of
Assembly Area _____
Assembly Time: _____

EVENT CHAIRMAN:

Name: _____
Address: _____
Telephone: _____

NOTE: An Event Permit Fee of \$25.00 MUST accompany the application filing. An additional \$250 fee must be paid to offset the cost of *Police Personnel* used for the event unless waived by the Chief of Police.

Proof of Insurance with limits of 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 must accompany the fee and application. The application, application fee and insurance binder must be received by the Chief of Police at least thirty (30) days prior to the scheduled event date to ensure adequate time to schedule a safety meeting. If the insurance provider is unable to furnish a binder thirty (30) days in advance for the event, then a documented statement must be provided to the Chief of Police indicating when the binder will be made available. Failure to provide such proof of insurance shall result in refusal of a permit.

Cancellation of such insurance following the issuance of a permit and prior to the event shall result in revocation of the event permit by the Chief of Police.

Event location public right of way shall be clean of any event refuse within 24 hours of the end of the event per City of Leesville Ordinance Section 30-1. - Dumping of garbage, litter or trash on streets or property of others prohibited; violations and penalties. It shall be unlawful for anyone to distribute or drop litter, garbage or trash of any kind on any street, sidewalk or other public place, or on property belonging to another, without the permission of the owner thereof. Whoever violates this section shall be subject to a fine of not more than \$200.00, and costs.

Signed: _____
Event Chairman

I hereby (GRANT) (REJECT) an event permit for the above designated applicant.

Beth Westlake, Chief of Police



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 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 RELEASED PARTIES in 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, qualification, instructions, rules or procedures under which the EVENTS are conducted or from any other cause whatsoever. **I UNDERSTAND THAT THIS MEANS THAT I AGREE NOT 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 by 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: _____

Special Event Permit Paid: Yes No

Payment Type: Cash Check # _____

City of Leesville-Planning and Development Office