



# DOWNTOWN DEVELOPMENT DISTRICT



## **CITY HALL PLAZA**

EVENT PACKET

*Greenspace between City Hall and Repentance Park*  
**2018**

[downtownbatonrouge.org](http://downtownbatonrouge.org)

## SCOPE OF POLICY

This Special Events Policy of the City of Baton Rouge and the Downtown Development District \*(DDD) will serve as the framework for regulation and approval of all special events held within City Hall Plaza.

## EVENT PLAN

Each applicant must submit an event plan and application including full event description **before being added to the DDD calendar**. This includes, but is not limited to, size and placement of all signage, event purpose, expected attendance, hours of operation, list of vendors and type of products, staffing plan, layout, and site plan. Tent size and placement must be approved. **(A map of the site is provided at the last page of this document.)** All items **MUST** be submitted to Downtown Development District at least 45 days prior to event date.

## GUIDELINES

### Utilities

City Hall Plaza has provided power in limited locations. Depending on your electrical needs and location, an electrician with the City of Baton Rouge may be required to be on site for the duration of your event as determined by the DDD. All usage and placement of generators must be approved by the DDD prior to the event.

### Vendors

All vendors and tent locations must be diagramed on the event plan before approval. Vendors are allowed to use tents in approved locations within the site. There will be no tents on the lawn areas unless approved otherwise. Drilling into pavers is never allowed to secure tents. Food vendors are responsible for the area within each tent. For sidewalk protection, all vendors serving food must use plastic beneath serving tables and metal/plywood sheets under grills and burners.

### Sound Amplification & Stage Usage

All events using amplified sound during business hours must have the approval from the Mayor's Office. All events must discontinue the use of amplified sound equipment after 10:00PM and end by 11:00PM. Sound amplification must not adversely impact the quality of life of surrounding areas. Sound levels may be controlled by the DDD and the City of Baton Rouge.

### Signage

All signage for the Event must be approved by the DDD. No banners, signs or other event advertisements may be hung from trees, buildings, fencing or public art pieces. Each Applicant must provide details and include size and placement of all signage within the submitted event plan.

### Vehicles

No vehicles are allowed on City Hall Plaza grounds except on designated access and unloading/loading points. A load -in and load-out plan must be discussed with the DDD prior to the event.

### Clean-Up and Park Damage

Each Applicant wishing to hold a special event in City Hall Plaza is responsible to see that no damage or harm comes to the landscaping, fixtures, public art or any other features of the property. The DDD requires that each Applicant will return the Property in the exact condition under which the Applicant found the Property prior to Event set-up. **All trash, signage, equipment, other debris, or any other physical evidence that a special event took place MUST be removed from City Hall Plaza immediately following the Event.**

## PERMITS AND LIABILITY

### Insurance Requirements

**Insurance is required for all events held on City-Parish property including streets, sidewalks, etc.** Commercial General Liability coverage shall be provided with limits of not less than \$1,000,000 for any one Occurrence and if a General Aggregate limit is used, it shall not be less than twice the Occurrence limit.

If alcohol will be served on City-Parish property OR if alcohol is served on non City-Parish property and there is a public street closure involved then Alcohol Legal Liability coverage shall be provided with limits of not less than \$1,000,000. If alcohol will be sold/served on City-Parish property, a special events permit is necessary. Evidence of coverage showing a 30-day notice of cancellation is required.

***\*Please see Insurance Certificate of Liability requirements for detailed explanation. (2nd to Last page of this document)*** Certificate of insurance will be delivered to Risk Management Division, 222 Saint Louis Street, (225) 389-3114.

### Hold Harmless Agreement

**Once insurance is approved by Risk Management**, a Hold Harmless agreement must be obtained. This document will be prepared by the Parish Attorney's Office and must be signed by the event representative and by the Mayor-President's Office. Please contact the Parish Attorney's Office at 389-3114 for information concerning your Hold Harmless agreement and information on completing the necessary paperwork. Once this is completed, you may proceed with your permit if applicable.

If you have any questions, please contact the Risk Management Division and **remember to allow ample time for processing!**

### Alcoholic Beverage Permit

A Special Event Permit is required in order to have alcohol at an event. Special Event Permits apply to any festival, concert, etc. where alcoholic beverages will be sold. Special Event Permit may be issued by the Alcoholic Beverages Control Office with the approval of the District 10 council member. Non Profit permits are issued to non-profit organizations with tax exempt status under the IRS code, Section 501(c) 3 or 501 (c) 8.

For information about Alcohol and Beverage Permits please go to the Alcohol Beverage Control and Gaming Enforcement website at [brla.gov/460/Alcoholic-Beverage-Control-Office](http://brla.gov/460/Alcoholic-Beverage-Control-Office).

Phone: 225-389-3364

9048 Airline Highway

Suite 1-A

Baton Rouge, LA 70805

# APPLICATION FOR CITY HALL PLAZA

Application must be filled out completely to be reviewed

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

On Scene Contact (if not same): \_\_\_\_\_

Name of organization holding the event & your position with the organization (skip if a wedding):  
\_\_\_\_\_

Section(s) of the Plaza requested: \_\_\_\_\_

Purpose of usage (detailed description of event):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Move-In/Set-Up Time(s): \_\_\_\_\_

How much time do you need to tear down: \_\_\_\_\_

Please mark any that apply:

\_\_\_\_\_ Open to the Public

\_\_\_\_\_ Ticketed Event

\_\_\_\_\_ Wedding Reception/Ceremony

\_\_\_\_\_ Private Party

Alcohol:

Will there be alcohol at your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what vendor will you be using? \_\_\_\_\_

Music/Amplified Sound:

\*(Please see Stage Usage Guidelines)

Will there be music? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please indicate name of band(s)/DJ and sound company:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tents:

Will you be using tents? \_\_\_\_ Yes \_\_\_\_ No

If yes, will you be using a company? \_\_\_\_ Yes \_\_\_\_ No

Tent company name: \_\_\_\_\_

Food Vending:

Will you have food vending onsite? \_\_\_\_ Yes \_\_\_\_ No

Vendor company name: \_\_\_\_\_

Where will they be located? \_\_\_\_\_

Will there be open flames? \_\_\_\_\_

Banners:

Do you plan to hang banners/signage? \_\_\_\_ Yes \_\_\_\_ No

If yes, where in City Hall Plaza will you hang them? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other:

Will any other elements be brought into the Plaza? If so, please give a detailed description:

\_\_\_\_\_

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\_\_\_\_\_

All Event applications are due no later than 30 days prior to the Event or the reservation will be cancelled.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, hereby  
acknowledge I have read the above and will comply with all requirements.

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

## **Insurance Certificate of Liability Requirements**

The following are insurance requirements for all events held on City-Parish property including streets, sidewalks, etc.

1. The City of Baton Rouge, Parish of East Baton Rouge MUST be named as Additional Insured on all liability policies (under description of operations/special provisions). PLEASE LIST the City of Baton Rouge, Parish of East Baton Rouge, Louisiana as the certificate holder as follows:

CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE, LOUISIANA  
POST OFFICE BOX 1471  
BATON ROUGE, LOUISIANA 70821

2. Commercial General Liability coverage shall be provided with limits of not less than \$1,000,000 for any one Occurrence and if a General Aggregate limit is used, it shall not be less than twice the Occurrence limit.

3. If PAID employees (paying is the key) will participate, the following is required:

Workers' Compensation and Employer's Liability insurance covering all employees in compliance with the laws of the State of Louisiana. If workers are through another company, they should furnish you a copy of their certificate and waiver of subrogation from their carrier. If volunteers (gray area on W.C., but we usually do not request W.C.)

4. If automobiles will be used, the following is required: Automobile Liability coverage shall be provided with limits of not less than \$1,000,000 for any one Occurrence. Coverage to include all Owned, Hired and Non-Owned Automobiles.

5. If alcohol will be served on City-Parish property OR if alcohol is served on non City-Parish property and there is a public street closure involved the following is required:

Alcohol Legal Liability coverage (ex: Bar-keepers liability) shall be provided with limits of not less than \$1,000,000.

If alcohol will be sold/served on City-Parish property, a special events permit is necessary (your liquor permit and special events permit are the same). Once insurance is in place, please contact the Parish Attorney's Office at 389-3114 for the necessary paperwork (a Hold Harmless agreement) to bring to the Office of Alcohol, Beverage Control in the Clerk of Court Building. This information is available at <http://brgov.com/dept/parishattorney/abc.htm>, the City-Parish website, or you may contact the ABC office at 225-389-3364.

6. Evidence of coverage showing a 30-day notice of cancellation is required.

All information should be brought to:

OFFICE OF THE PARISH ATTORNEY

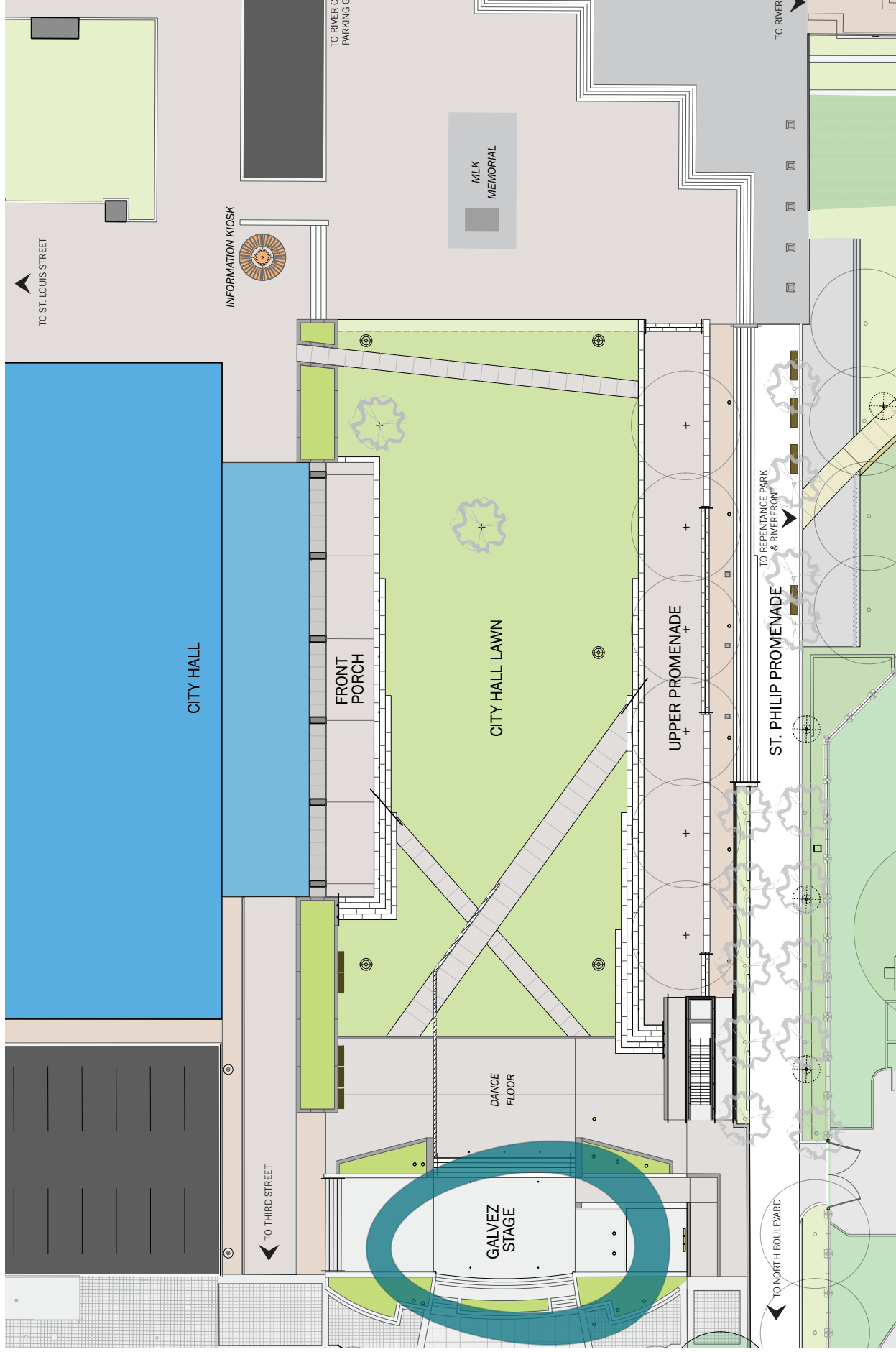
Risk Management Division

222 St. Louis Street, 9th floor

Baton Rouge, Louisiana 70802

ph. 225-389-3114

fax 225-389-5464



# CITY HALL PLAZA