



DOWNTOWN DEVELOPMENT DISTRICT



CITY HALL PLAZA

EVENT PACKET

Greenspace between City Hall and Repentance Park
2019

downtownbatonrouge.org

HISTORY & DESIGN INTENT

City Hall Plaza (CHP) is a component of an overall system of greenspaces downtown called the Central Green. CHP joins other popular greenspaces that make up the Central Green like North Boulevard Town Square and Repentance Park. Like the City's other greenspaces, CHP has been professionally designed to accommodate both passive and planned activities. There are certain design standards that need to be kept and not compromised. The purpose of this document is to insure the longevity of the usage and design intent of the greenspace. CHP is made up of various different rooms/spaces which include, the LAWN, FRONT PORCH, UPPER PROMENADE, GALVEZ STAGE. Refer to the attached map to identify the different rooms.

SCOPE OF POLICY

This Special Events Policy of the City of Baton Rouge DPW, Baton Rouge Police Department 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 Public Works Department may be required to be on site for the duration of your event as determined by the DDD. In the case that extra power is needed a generator will need to be requested from Public Works. Portable Restrooms are required for every public event. The number and placement of the restrooms will need to be identified on the event plan. **(See DPW Event Services Request Form)**

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 or staking 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. Each applicant must provide details and include size and placement of all vendors within the submitted event plan.

Sound Amplification & Galvez Stage Usage

All events using amplified sound during business hours must have the approval from the DDD. All events must discontinue the use of amplified sound equipment after 11:00PM and end by 12:00PM. 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.

The Galvez Stage can be used without the truss and covering. **Please inquire with the DDD & DPW if you would like to utilize the removable truss and covering to fly speakers and/or lights.** No temporary tents can be used as a covering for the stage.

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. Only free standing banners or banners hung from the stage truss are allowed. 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 (grass, brick pavers) except on designated access and unloading/loading points. The prohibited vehicles included but are not limited to pickup trucks, golf carts, gators, and ATVs. Vehicles are only allowed to drive on the Third Street Extension bridge and City Hall Front Porch. Vehicle access to the southern end can be attained through the River Center Box Office via St. Louis Street. 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. Pressure washing the paved surfaces will be required to clean up spills and/or sidewalk chalk. (See DPW Event Services Request Form)

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.*** 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. You will need to bring a signed copy of the application provided by the DDD. 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.

Phone: 225-389-3364

9048 Airline Highway

Downtown Event Approval Process

APPLICATION REVIEW & MEETING AT DOWNTOWN DEVELOPMENT DISTRICT
247 Florida Street, 225-389-5520, ctate@brla.gov

SECURITY REVIEW AT BATON ROUGE POLICE DEPARTMENT
Traffic Bureau, 7261 Florida Blvd, 225-389-3874, brpdtraffic@brla.gov

DEPARTMENT OF BUILDINGS & GROUNDS (Service Request Form)
222 St. Louis St, 225-389-4615, mkyzar@brla.gov

YES

STREET CLOSURE REQUIRED?

NO

STREET CLOSURE REVIEW AT TRAFFIC ENGINEERING
329 Chippewa St, 225-389-3246

YES

SERVING ALCOHOL?

NO

SPECIAL EVENT PERMIT AT ALCOHOLIC BEVERAGE CONTROL
10500 Coursey Blvd, 225-389-7869

EVENT LIABILITY REVIEW AT RISK MANAGEMENT
222 St. Louis St, 225-389-3114

EVENT NOTIFICATION EMAIL
DDD, BRPD, Buildings & Grounds, Traffic Engineering, Downtown Stakeholders

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 the Event & organization holding the event & your position with the organization:

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

_____ Concert

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 display them? _____

Security:

Baton Rouge Police Department is to be contacted and consulted for each special event. BRPD will determine on an event by event basis on the range of security that is required. This permit is not valid until BRPD has been made aware of the event.

(See Baton Rouge Police Special Event Request Form)

Other:

Please provide a detailed description of the event explaining the purpose, number of vendors, and other elements not mentioned previously:

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: _____



BATON ROUGE POLICE SPECIAL EVENT REQUEST

The use of public areas for events in the downtown area will require the presence of police personnel for the Safety and Security needs of participants, as well as traffic control on adjacent roadways.

Baton Rouge Police Officers may be hired at the expense of the event holder at the rate of \$40 an hour with a 4 hour minimum.

Below is the staffing requirements for events:

EVENT SECURITY STAFFING MATRIX				
The Special Event Staffing Matrix is a guideline to assist the planning in reasonably predicting the staffing level necessary for their event. The number of the personnel assigned may vary as dictated by the nature of the particular event or as calculated as necessary by the Police Department or Fire Department. Ultimately the decision of the Police Department to deploy will prevail.				
Estimate # in Attendance*	0 - 100	101 - 200	201 - 500	501 - 1000**
Fairs/Festivals	0	0	3	6
Sporting Events	0	2	3	10
Dances	0	2	4	10
Live Concerts	2	4	6	10
Other (Parades, filming, etc.)	To be determined by Police Department			
*For Private events serving alcohol, an additional 2 officers are needed				
**For each additional 500 attendees, 2 officers are needed.				

Event Name / Organization _____

Contact Name _____

Address _____

Phone _____ Email _____

Event Date & Times _____

Street Closure Required YES____ NO____ **Street Closures Require Additional Officers*

Expected Attendance _____ Type of Event _____

Alcohol Permit YES____ NO____

Number of Officers Requested _____

**Outside Law Enforcement agencies with jurisdiction in the City of Baton Rouge may be utilized, a contact for that agency must be provided prior to the event.*

BRPD APPROVAL _____

BRPD Traffic Bureau

7261 Florida Blvd Baton Rouge, LA 70806

(225)389-3874

brpdtraffic@brla.gov

DPW Event Service Request

Event Name
Organization _____

Contact Name _____

Address _____

City/State/Zip _____

Phone _____ Email _____

Event Date(s) &
Times _____

Expected Attendance _____

How many are needed? (Crews will be determined by DPW based on expected attendance)

_____ Generator(s) _____

_____ Fuel for Generator(s) _____

_____ Electrician/Electrician Supervisor _____

_____ Trash Crew(s) _____

_____ Trash Bags _____

_____ Truss Stage Cover _____

_____ Roll Off Dumpster _____

_____ Metal Barricades _____

_____ Plastic Barricades _____

_____ Standard Toilet(s) _____

_____ ADA Toilet(s) _____

_____ Hand Washing Station _____

Continue to next page...

DPW Event Service Request Cont'

_____ Electrical State Panels & Cables
_____ Light Towers
_____ Fuel for Light Towers

TOTAL FEE DUE: \$ _____ **Payment Due Prior to Event Date 1

_____ *Please submit a map of event along with where you would like generator(s) set up

Remit Payment to : _____ DPW Buildings & Grounds, 7th Floor, Room 780

Pymt Date: _____ DPW Acct #1000-7800-10-7830-0000-0000-0000000-647200



Approved by DPW Buildings & Grounds Director

City of Baton Rouge Parish of East Baton Rouge Department of Buildings and Grounds
222 St. Louis Street, Room 780
Office: 225-389-4615
Email: mkyzar@brla.gov

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

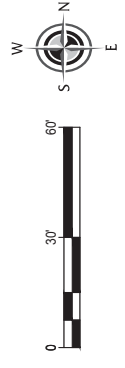
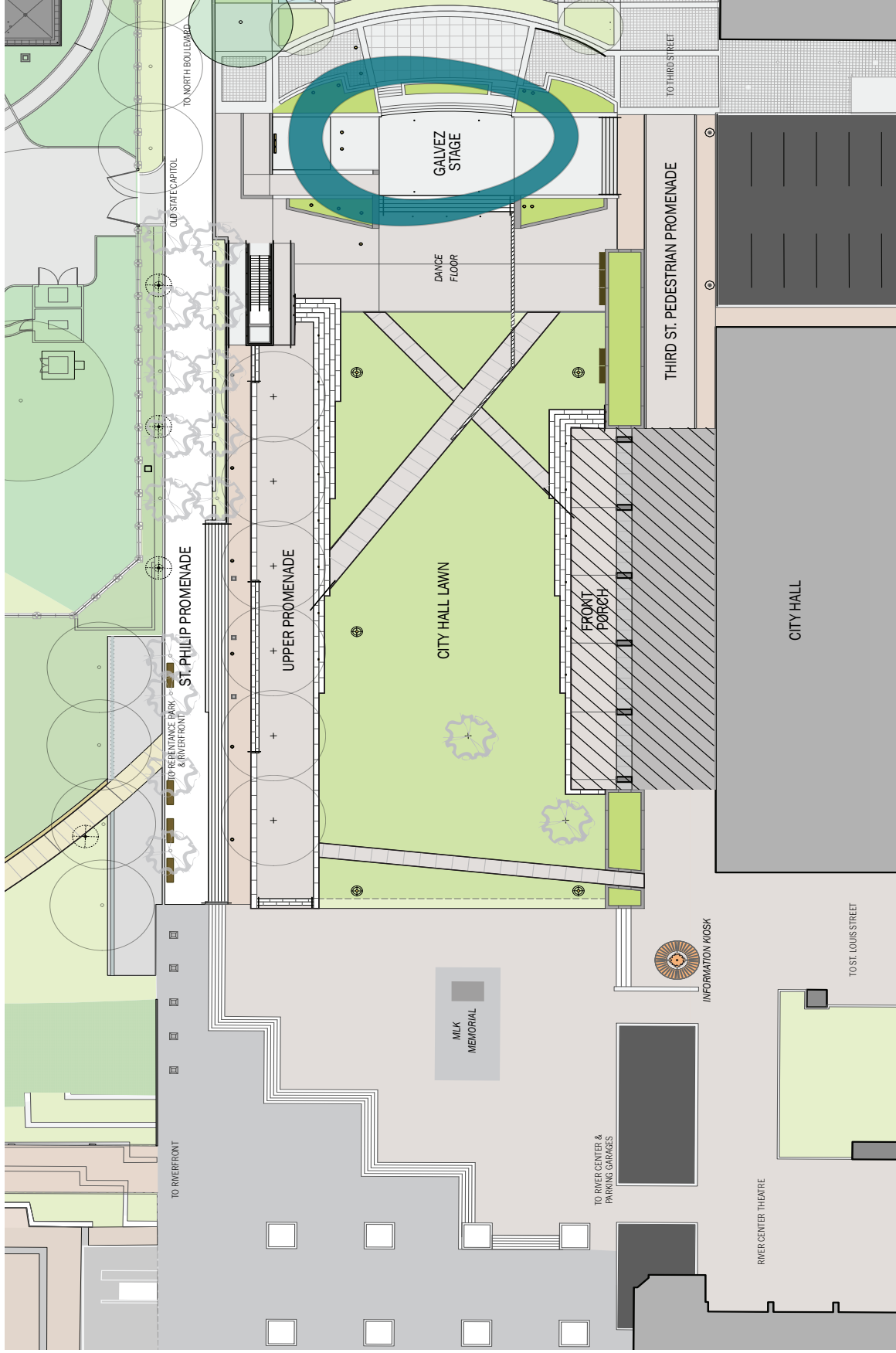
Risk Management Division

222 St. Louis Street, 9th floor

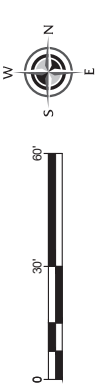
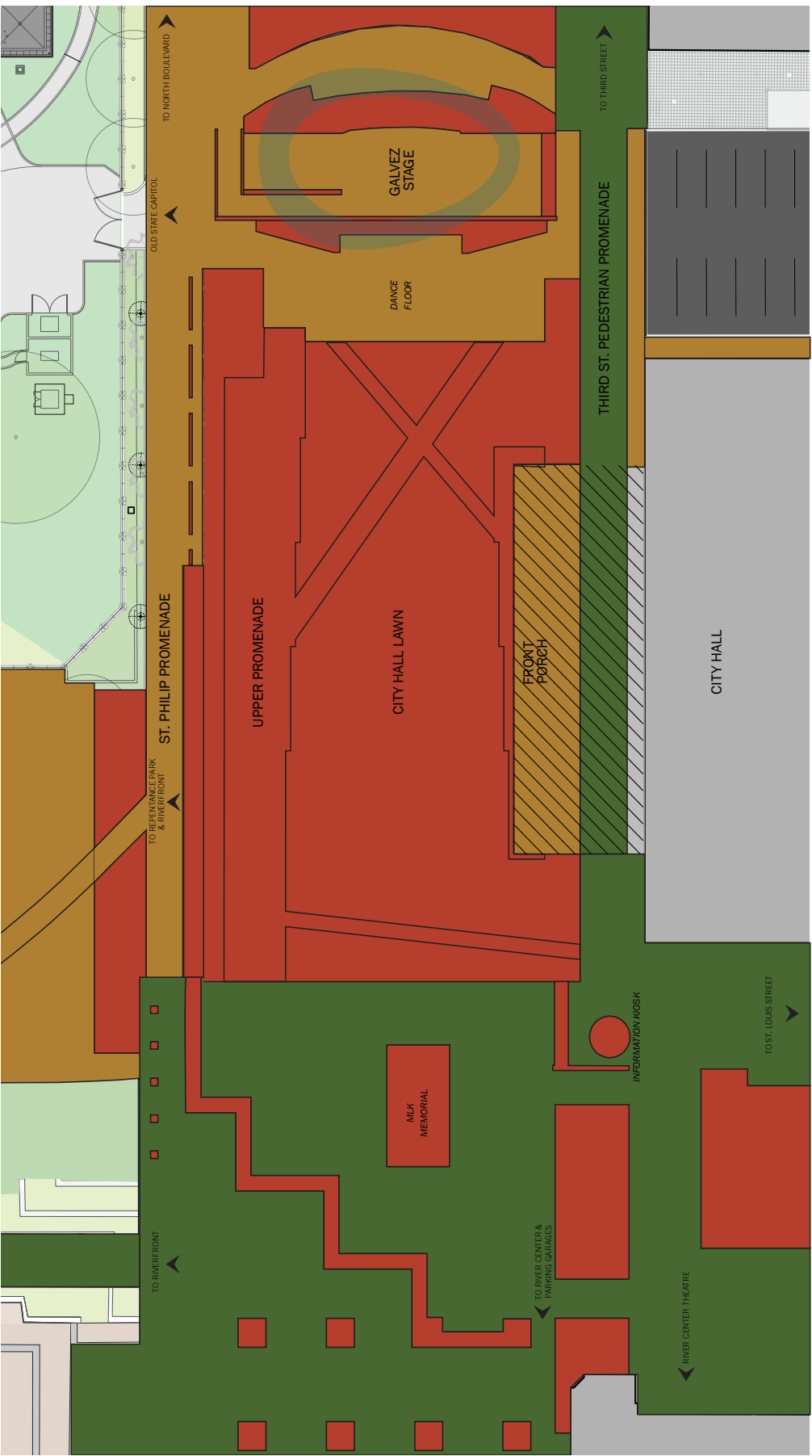
Baton Rouge, Louisiana 70802

ph. 225-389-3114

fax 225-389-5464



CITY HALL PLAZA



CITY HALL PLAZA

VEHICULAR RESTRICTION KEY