



**REPENTANCE  
PARK**



**REPENTANCE PARK**  
EVENT PACKET  
*2013*

[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 in Repentance Park.

## **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. All items **MUST** be submitted to Downtown Development District at least 45 days prior to event date.

## **GUIDELINES**

### **Utilities**

Repentance Park has a number of dedicated electrical circuits available to provide electricity for an Event. \*(See amenities map for outlet locations). Depending on your electrical needs, 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. The hourly fee for this service is determined by the City of Baton Rouge and will be provided upon request. The cost of the electrician will be at the Applicant's expense. All usage and placement of generators must be approved by the DDD prior to the event.

### **Vendors**

All vendors and tent locations must be diagrammed 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. 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 sheets under grills. Drilling into pavers is never allowed to secure tents.

### **Sound Amplification & Stage Usage**

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. Sound board or mixing table placement has to be approved prior to event. If tents are involved, they cannot be placed in the center of lawns so as not to obstruct spectator views.

### **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. Nothing is allowed to be affixed to any piece of public art including the flag and light poles. Each Applicant must provide details and include size and placement of all signage within the submitted event plan.

### **Vehicles**

No vehicles are allowed on Repentance Park grounds except on designated access and unloading/loading points.

### **Clean-Up and Park Damage**

Each Applicant wishing to hold a special event in Repentance Park is responsible to see that no damage or harm comes to the landscaping, fixtures, public art or any other features of the property. Nothing is allowed to be affixed to any sculpture or piece of art including the Transit Shelter and Beacon. 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 Repentance Park immediately following the Event.**

# PERMITS AND LIABILITY

## Street Closure Requirements

Depending on the number of attendees some events may be required to obtain a street closure. The police department or Traffic Engineering has the discretion to have any event obtain a street closure if they see fit.

Instances that require a street closure include:

- Number of anticipated attendees exceeds 500 people
- Using both Town Lawn and Galvez Lawn

## 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. (Last page of this document)*** Certificate of insurance will be delivered to Risk Management Division, 10500 Coursey Blvd., Ste. 201, (225) 389-8398.

## 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 <http://brgov.com/dept/parishattorney/abc.htm> or (225) 389-3364

# APPLICATION FOR REPENTANCE PARK

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):

\_\_\_\_\_

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 Repentance Park will you hang them? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

—

Other:

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

\_\_\_\_\_

\_\_\_\_\_

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All Event applications and fees 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 on Coursey Blvd. 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

10500 Coursey Boulevard, Suite 201

Baton Rouge, Louisiana 70816

ph. 225-389-8398

fax 225-389-5494

## Repentance Park: Event Layout

Use this plan of Repentance Park to diagram where all vendors, acts, and street closures will be located at this event. Event plans must be approved before the event is scheduled on the Downtown Development District calendar. All items **MUST** be submitted to Downtown Development District at least 45 days prior to event date.

