

**City of Shreveport
Special Permit Application
Public Buildings**

- (1) This application must be COMPLETED and forwarded to the SPAR office forty-five (45) calendar days prior to the 1st day of the event. ***Submission of this application does not confirm event. The Event Task Force must review & approve the COMPLETED event application.**

SPAR Event Services
RE: Special Events Application
101 Crockett St, Suite A (The Depot)
Shreveport, LA 71101

email: SPAR_Event_Services@shreveportla.gov
call: (318) 673-5100
or fax: (318) 673-5105

- (2) Once application has been reviewed and approved, a contract between the City of Shreveport and the applicant will be issued. **The Contract must be signed and returned twenty one (21) calendar days prior to the 1st day of the event. The Certificate of Liability Insurance must be sent in along with the permit application.**
- (3) All **payments** of rental of the facility and other charges, such as kitchen use, **must be paid ten (10) calendar days prior to the 1st day of the event.** Payment can be cash, check, money order, cashier's check or credit card (MasterCard, Visa or Discover).
- (4) All payments for Police & EMS services during the event must be paid at the end of the event day(s). **Payment must be made directly to the Shreveport Police Department and the Shreveport Fire Department in the form of cash, local check, or money order ONLY.**
- (5) **Failure to comply with the above regulations will result in immediate cancellation of the event.**
- (6) Once the event has been approved, **NO CHANGES** may be made in the plans you presented without the Task Force's & Center's Staff approval **FIRST.**
- (7) No advertisement or invitations for the event may be made without **APPROVAL** from Task Force **FIRST and the execution of the contract.**

Any misrepresentation in this application or deviation from the final agreed upon activities and/or method of operation described herein may result in the immediate revocation of the permit and termination of the contract and/or cancellation of the event. If you have any questions, please call (318) 673-5100.

PLEASE SIGN AND DATE ON THE LINES BELOW INDICATING THAT YOU UNDERSTAND AND WILL ABIDE BY THE ABOVE REGULATIONS. THANK YOU.

Name

Date

**City of Shreveport
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EVENT INFORMATION

Public (Free to anyone) Private (Invitation Only) Ticketed

Requested Event Day & Dates: _____

Location of Event: (Select ALL that apply)

Randle T. Moore Center RiverView Hall RiverView Theater

Type of Event: (Select ALL that apply)

Auction Banquet Career/College Fair Concert Dance Graduation Gun Show

Seminar Trade Show Wedding/Reception Other: _____

Title of the Event: _____

Purpose of the Event: _____

Applicant's Name: _____ Title: _____

Producing Organization (If Applicable) _____

****Must match the insurance certificate**

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: Day _____ Evening: _____ Cell: _____ Fax: _____

Email Address: _____

Event Coordinator (If Different from Applicant :) _____

EVENT SCHEDULE:

Single Day Event (load in, set up, load out, break down all in one day)

Set Up/Load in: Start Time _____ – End Time _____

Actual Event: Start Time _____ – End Time _____

Doors Open to Public for the Event @ _____

Break down/Load out: Start Time _____ – End Time _____

Multiple Day Event (**Attach Detailed Schedule** for all multiple day events, including vendor load in/out)

Estimated Total Attendance _____ Maximum Peak Attendance _____

Past Total Attendance _____ No of Volunteers/Personnel on Site _____

Age range of attendees: _____

**City of Shreveport
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ADVERTISING FOR EVENTS IN PUBLIC FACILITIES

Please provide a copy of all advertising, programs, invitations, etc

No advertisement or invitations for the event may be made without **APPROVAL** from Task Force **FIRST and the execution of the contract**. In **NO** case shall the number of tickets printed or sold **EXCEED** the maximum occupancy of the facility rented.

Please describe the type of promotion you will be using:

Television Radio Posters Billboards City Calendar Flyers Newspaper

Advertising Invitations

Website: _____ Social Media: _____ Other: _____

Contact name & phone number to be used for public information:

There will be no banners, logos, advertising, etc displaying in a public facility that in any way conflicts with any existing or future contracts or agreements between the City of Shreveport and any other party. No samples or products may be sold or given away which conflicts with any existing or future contract. (A list of agreements and contracts will be provided upon request).

EVENT DETAILS:

Money Handling

Will admission fees be charged prior to event?

Yes No If yes, how much? _____ Where can they be found? _____

Will admission fees be charged at the door? Yes No If yes, how much? _____

In **NO** case shall the number of tickets printed or sold **EXCEED** the maximum occupancy of the facility rented. Randle T Moore Center: 175 Capacity; RiverView Hall: 900 Capacity; RiverView Theater: 1700 Capacity.

SET-UP PLAN (DIAGRAM):

The set-up plan (Diagram) for the event must be submitted with the application in full and include the following information:

Seating / Table Arrangements (Diagram must be provided at least 10 days prior)

What type of Seating? (All tables must be covered & returned to bare at the end of the event)

Round Tables (60 inches around; sit up to 8 people)

Rectangle (6 foot table; sit up to 6 people or 8 foot table; sit up to 8 people)

Chairs only (Theater style)

Will vehicles be used in the decorations? (Includes boats, deer stands, etc)

Yes Describe _____

No

Initial Each Page: _____

**City of Shreveport
Special Permit Application
Public Buildings**

Staging/Sound/Decorator Contractor or other vendor: Not Applicable

Contact Name: _____ Phone Number: _____

Contact Name: _____ Phone Number: _____

Contact Name: _____ Phone Number: _____

Sound system:

In House system (Best used for speaking, not music) or Providing own microphone system

Electrical Hook-up (Any vendor needing more than a standard 110v 20a outlet must submit the request in writing at least 10 days prior to the event)

Booth Exhibits: Anticipated # _____

DJ: _____ Live Band: _____

Other Entertainment (i.e. bounce houses, etc.)

_____ (Attach detailed description)

****NO SUBSTITUTIONS OR CHANGES** to Live Entertainment Groups are allowed without approval of The Event Task Force.

CATERING:

How will the kitchen be used? (\$200 Fee may apply) No kitchen use needed

Using equipment (Select what applies):

Dishwasher Stove Ovens Refrigerator/Freezer
 Ice machine Fryers Warmers

Staging Prep area only No kitchen use needed

Meals must be provided by an independent caterer. Caterer must provide Catering have a Product Liability/General Liability Certificate of Insurance, and **provide a copy of the "PAID" invoice.** (List of Caterer's can be provided upon request) Please include the caterer set up in the layout. **Please see attached fee schedule per City of Shreveport Ordinance 62: 62-91**

Name of **FOOD** Caterer: _____

Contact Name: _____ Email Address: _____

**City of Shreveport
Special Permit Application
Public Buildings**

Will alcoholic beverages be sold / served / consumed? Yes No

If you answer yes,

Special Event Liquor Permit should be requested from the City of Shreveport – ABO office no later than ten (10) days prior to the event. State of Louisiana Permit is required also no later than thirty (30) days prior to the event. A letter can be provided by SPAR Event Services Administration. Liquor Caterer must be selected from the approved list and provide a copy of their licensing, State & City as well as certificate of insurance covering the City of Shreveport.

City of Shreveport Website : <https://www.shreveportla.gov/index.aspx?nid=1122>

ATC Website: <http://www.atc.rev.state.la.us/special-event.php>

Name of **ALCOHOL** Caterer: _____

Contact Name: _____

Email Address: _____

Please initial the 2 statements below:

_____ Permits must be provided to the facility before the day of the event.

_____ Beer trailers are not allowed inside RiverView.

PARKING PLANS

Parking is first come first serve.

Free parking:

- the black top parking lot, on Clyde Fant, between RiverView Hall and Sci-Port UNLESS closed for an event at Festival Plaza. This is considered part of Festival Plaza.
- Parking lot behind RiverView Hall on Crockett St (this is also sometimes secured for events.)
- Parking in metered parking is free at 5p on Weekdays and all day Saturday and Sunday
- Milam St at Clyde Fant has a parking garage. The top level is open to the public. The bottom level is leased to El Dorado Casino.
- El Dorado and Sam's town have parking garages

_____ If a valet company is used: A parking plan is required.

_____ It is the responsibility of the organizer to make sure that valet and customers do not park illegally, block other customers, driveways, or other businesses.

_____ The side of RiverView Hall concrete at the roll up door is not a parking spot. It is a loading/unloading zone ONLY.

_____ The Fire Lane in the driveway of RiverView Hall is drop off/pick up ONLY. NO PARKING.

_____ BUSES: Buses are not allowed in the blacktop parking lot between RiverView Hall and Sci-Port. They will be required to park at Lake St in the gravel parking lot next to Sci-Port and the railroad tracks or the dirt lot on Clyde Fant at the Red River, also across from Sci-Port.

UNLESS OTHERWISE DIRECTED BY SHREVEPORT POLICE DEPARTMENT.

Initial Each Page: _____

5 of 10

**City of Shreveport
Special Permit Application
Public Buildings**

COST ASSOCIATED WITH EVENT WILL BE BILLED TO APPLICANT / PRODUCING ORGANIZATION

Rent & Kitchen Fee are due ten (10) calendar days prior to the 1st day of the event. Employee Overtime & Catering Fee will be invoiced after the event. The payment is due 30 days after the last day of the event. Payments accepted: Cash, Check, Money Order, Cashier's Check, Credit Card (Visa, MasterCard, and Discover). Payments for Police & EMS are due to the officer each event day (Cash or Local Check ONLY). Invoices will be provided by SPD or SFD. (see Safety Procedures)

SAFETY PROCEDURES

The cost of security is the responsibility of the applicant. Applicant is responsible for submitting officers assigned or requested to the facility before the event day.

The number and type will be determined by the Chief of Police or his designee. A labor cost will be provided by the Shreveport Police Department by calling (318) 673-6945 or (318) 673-6946. The requirements of having EMS (318) 673-6720 or Fire Prevention (318) 673-6740 on site will be evaluated and made on the basis of each event by the City of Shreveport Task Force Committee.

Applicant is responsible for contacting the Shreveport Police Department and/or the Shreveport Fire Department at least two (2) weeks prior to the event.

**City of Shreveport
Special Permit Application
Public Buildings**

INSURANCE REQUIREMENTS:

For the application to be approved, the applicant must submit a City-Approved Certificate of Liability Insurance naming the City of Shreveport as the additional insured. The Certificate must have the City of Shreveport as the certificate holder. **The Insured must match the Producing Organization or Applicant's Name and information.** The Certificate of insurance must be submitted with this permit application. The time limit on the policy must include set-up and take-down times, as well as the time of the event. The beginning of the set-up is to include deliveries prior to the event date, such as tents, flowers, decorations, portable toilets, etc. User's insurance is to be written by companies licensed to do business in the State of Louisiana at the time the policies are issued and will be written by companies with A.M. Best ratings of B+VII or better otherwise acceptable to the City. **All insurance policies must have a thirty (30) day Notice of Cancellation Endorsement, Waiver of Subrogation, and City of Shreveport as the Additional Insured.**

The Applicant will, at his/her own expense, provide and maintain certain insurance in full force and effect at all times during the term of the agreement. Such insurance, at a minimum, must include the following coverage's and limits of liability.

- a) **Commercial General Liability Insurance (CGL)** in the amount not less than a combined single amount of \$1,000,000 (One Million) each occurrence and \$2,000,000 (Two Million) annual aggregate. This policy should be endorsed to name the City and the property owner as additional insured. This policy will contain the following endorsements in favor of the Owner:
 - a. **Waiver of Subrogation Endorsement**
 - b. **Thirty (30) day notice of Cancellation Endorsement**
 - c. **Additional Insured Endorsement Naming City of Shreveport**
- b) The CGL policy must be endorsed to remove the liquor liability exclusion contained in the policy if the contractor intends to allow the sale, serving, or consumption of alcoholic beverages at the event. Host Liquor Liability is required if not already in the policy.
- c) Insurance types, limits, & prices are subject to change, depending on the type of event.
- d) **Worker's Compensation Insurance** as required by laws of the State of Louisiana and Employer's Liability Insurance in a minimum amount of \$1,000,000 (one million). This policy will contain the following endorsements in favor of the Owner:
 - a. **Waiver of Subrogation Endorsement**
 - b. **Thirty (30) day notice of Cancellation Endorsement**
 - c. **Additional Insured Endorsement Naming City of Shreveport**
- e) **Business Automobile Liability Coverage** will protect against all claims for bodily injury or property damage, covering all owned, non-owned, and hired vehicles used in connection with the work including loading and unloading with minimum limits of \$100,000 (One Hundred Thousand) per person and \$300,000 (Three Hundred Thousand) per accident. This policy will contain the following endorsements in favor of the Owner:
 - a. **Waiver of Subrogation Endorsement**
 - b. **Thirty (30) day notice of Cancellation Endorsement**
 - c. **Additional Insured Endorsement Naming City of Shreveport**
- f) **NO SUBSTITUTIONS OR CHANGES TO INSURANCE REQUIREMENTS WILL BE ALLOWED UNLESS APPROVED BY THE CITY OF SHREVEPORT, RISK MANAGER.**

Current Risk Manager: Evelyn Kelly, (318) 673-5540.

**City of Shreveport
Special Permit Application
Public Buildings**

HOLD HARMLESS CLAUSE

Applicants (Organizations/Applicant) will indemnify, defend and hold harmless the City of Shreveport, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney’s fees, arising out of the permitted activity or conduct of permittee’s operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death or injury to or destruction of property, including the loss of uses there from and (2) is not caused by any negligent act or omission of willful misconduct of the City of Shreveport or its employees acting within the scope of their employment.

APPLICANT STATEMENT

I, the undersigned, do attest that the information provided is true and correct to the best of my knowledge. If any part of this application IS NOT TRUE, then the application WILL BE REJECTED and/or the contract WILL BE VOIDED. I understand that it is my responsibility to ensure compliance with the following:

- a) The observance of all applicable laws and ordinances
- b) Any stipulations or restrictions of the permit
- c) The applicant will assume any and all liabilities that may arise by the permitted activity
- d) Applicant will notify the Division Manager of Event Services, (Catherine Kennedy) or designee, in writing if any of the information given in this application changes **ten (10) days prior to the first day of the event.**

Signature of Person Requesting Permit

FOR OFFICE USE ONLY:			
EVENT TASK FORCE	DATE	APPROVED BY:	Notes:
Traffic Engineering			
Sportran			
Shreveport Police			
Shreveport Fire Prevention			
Shreveport Fire/EMS			
Risk Management			
SPAR Maintenance			
SPAR Event Coordinator			
Division Manager			
Notes:			

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Special Permit Application
Public Buildings**

Addendum to: City of Shreveport Contract for Use of Public Assembly Facilities Section I.B, shall be amended to read:

The City of Shreveport has exclusive rights to the Concessions and Catering in all Public Assembly Facilities and is subject to collect the fees food service set forth by the City Council. The appropriate fee(s) if food and/or liquor is involved in the event are as follows:

Catered: no city kitchen and/or equipment used -----10% of gross sales

Non-profit & established religious organizations events

Catered: no city kitchen and/or equipment used -----5% of gross sales

Catered: city kitchen and/or equipment used -----20% of gross sales

Non-profit & established religious organizations events

Catered: city kitchen and/or equipment used -----10% of gross sales

Sales of alcoholic beverages -----20% of gross sales

Non-profit & established religious organizations

Sales of alcoholic beverages -----10% of gross sales

Kitchen Use fee -----\$200.00

If your event will involve Catered food and/or liquor, contact Event Services @ (318) 673-5100.

FOR OFFICE USE ONLY:	<input type="checkbox"/> 501(c); must have documentation
Building Rent: \$ _____ per hour x No. of hours _____ = \$ _____	Due: _____
Kitchen Use: \$ _____ x per event day(s) _____ = \$ _____	
Personnel Fee: \$ _____ per hour x No. of hours _____ = \$ _____	<input type="checkbox"/> Invoiced After Event
Set Up/Take-Down Fee: \$ _____ per hour x No. of hours _____ = \$ _____	
Estimated Catering Fee: Fee Schedule% _____	
Total Estimated Cost = \$ _____	
Total Cost = \$ _____	

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Special Permit Application
Public Buildings**

RETURN TO THE FACILITY AFTER COMPLETION

**ALL OF THE REQUIRMENTS BELOW MUST BE MET, CHECK OFF AND THIS LIST RETURNED
TO OUR OFFICE PRIOR TO THE EVENT.**

- _____ Provide application to facility
- _____ Provide Insurance Certificate to the facility (see insurance requirements)
- _____ Sign contract with facility
- _____ If alcohol is served/sold/consumed, obtain an Alcohol Beverage Permit from both the City of Shreveport and the State of Louisiana
- _____ Facility must have a copy of EACH prior to event day
- _____ Security (Uniformed Off-Duty Police Officers) will be present before doors are opened to guest and remain until doors are secured after event (Shreveport City Police (318) 673-6945). If alcohol is being served/sold/consumed, you must use Shreveport City Police.
- _____ Security (and EMS, if required) list must be provided to facility before the event day.
- _____ Provide detailed schedule of deliveries, pick-ups, food and alcohol catering timelines, to Event Coordinator 10 days prior to event
- _____ Please contact the following offices to see if sales taxes apply to your event :
Caddo/S'port Sales & Use Tax Commission – Kasey Golden (318) 865-3312, Ext 112
La Department of Revenue & Taxation - Diane Johnson (318) 676-7516.
Bossier City Sales Tax Comission – Sally Snyder (318) 741-8547
- _____ Pay for the rental of the facility no later than 10 days prior to event day.

Extra event details:

- _____ Facility staff does not bus tables as that is the responsibility of the event organizer.
- _____ All tables will be covered with linen, plastic or paper table coverings, none of which are provided by the City.
- _____ Tables will be cleaned back down to bare tables after the event.

After event reminders:

- _____ Submit catering fees per city ordinance.