

**City of Shreveport
Special Permit Application
Red River District**

- (1) This application must be completed and forwarded to the SPAR office forty-five calendar days prior to the first day of the event.

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

email: SPAR_Event_Services@shreveportla.gov
call: (318) 673-5115
fax: (318) 673-5105

**Submission of this application does not confirm event.
The Event Task Force must review & approve the event application.**

- (2) After submission of this application, your event will be presented to the Red River District (RRD) Tenants for approval. Upon their approval, you will be contacted via email and/or telephone regarding the meeting of the **Special Events Task Force**. You are expected to attend the Task Force Meeting where you will present your event to all city entities impacted by your event.
- (3) Once application has been reviewed and approved, an agreement between SPAR-RRD and the applicant will be issued. **The agreement must be signed and returned twenty-one calendar days prior to the first day of the event.**
- (4) The Certificate of Liability Insurance must be sent in along with the permit application.
- (5) All payments for security services during the event must be paid at the end of the event. **Payment must be made directly to SPD/Sentinel Security in the form of cash or check ONLY.**
- (6) Payment for SPAR Events Staff will be billed upon completion of the event. You will receive a mailed invoice from the City of Shreveport.
- (7) Once the event has been approved and all fees paid, **NO CHANGES** may be made in the plans you presented. You must contact Catherine Kennedy, Division Manager of Event Services, (318.673.5100) in writing, if any of the information given in this application changes at least **ten days prior to the first day of the event.**
- (8) No advertisement or invitations for the event may be made without Task Force approval **and the signing of the agreement. This includes all PRINTED MEDIA, SOCIAL MEDIA (Facebook/Twitter), and RADIO SPOTS.**

Failure to comply with the above regulations will result in immediate cancellation of the event. 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. Call (318)673-5115 with any questions.

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

Name

Date

Initial Each Page: _____

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PRIMARY EVENT INFORMATION**

All RRD Events must be free and open to the public

Name of Event: _____

Requested Event Day & Dates: _____

Location of Event: Red River District (RRD), Under the Texas Street Bridge

Is this event a Run or a Walk? Yes No

If YES, please include a map of Run/Walk Route.

Does this event require the closure of Commerce St.? Yes No

If YES, please indicate which blocks of Commerce St. you are requesting be closed:

Crockett__to__Milam__to__Bridge__Pedestrian Walk__ Bridge__to__Travis__to__Fannin

Circle/Bold/Highlight the section of Commerce St. you are requesting to be closed

Type of Event: (Select ALL that apply)

Banquet Concert Dance Sports Public Awareness Rehearsal Trade Show

Other: _____

Purpose of the Event: _____

Applicant's Name: _____ Title: _____

Event Contact Name/Phone (If Not Applicant): _____ / _____

Producing Organization (If Applicable):

Name/Organization: _____

****Must match the name on the insurance certificate****

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

Phone: Primary: _____ Alternate: _____ Fax: _____

Email Address: _____

Costs associated with event will be billed to (if different from Producing Organization):

Name/Organization: _____

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

Phone: Primary: _____ Alternate: _____ Fax: _____

Email Address: _____

Fee Payment Details

Payment for SPAR Events Staff 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 and/or EMS,

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Sentinel Security, or Jean Simpson Staffing are due at the end of each event day (Cash or Money Order ONLY).

EVENT SCHEDULE

Please Include a DETAILED EVENT TIMELINE with Permit Application

Single Day Event Multiple Day Event

Set Up: Date: _____ Start Time: _____ End Time: _____

SPAR Event Staff Must Be On Site for Event Set Up and Event Take Down

Schedule: Date: _____ Start Time: _____ End Time: _____

 Date: _____ Start Time: _____ End Time: _____

 Date: _____ Start Time: _____ End Time: _____

Take Down: Date: _____ Start Time: _____ End Time: _____

Estimated Total Attendance: _____ Maximum Peak Attendance: _____

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

EVENT DETAILS

The RRD site map is included with this Permit Application.

A detailed site map for this event must be submitted with the application and include the table/chair set up and vendor/entertainment placement.

All tables and chairs associated with event must be provided by Producing Organization.

SPAR equipment is not available for events held within the Red River District.

- Will tables and chairs be used for event? Yes No

If YES, please provide equipment provider information:

Company Name: _____ Contact: _____ Phone Number: _____

- Will vehicles will be used prior to/after event? Yes No

Vehicles are not allowed inside the RRD without permission from RRD Staff.

If YES, how many vehicles/vehicle types:

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- Will a staging contractor be used for event? Yes No

If YES, please provide staging contractor information:

Company Name: _____ Contact: _____ Phone Number: _____

- Will you be using tents? Yes No

If yes, please provide tent company information:

Company Name: _____ Contact: _____ Phone Number: _____

Company must provide fire retardant certificate.

- Will you need access to electricity? Yes No

If yes, please advise event electricity needs:

Number of 110 Outlets needed: _____ Number of 220 Outlets needed: _____

Access to RRD electricity may require the use of a SPAR electrician. This cost will be included in post-event staffing invoice.

- Will vendors be participating in the event? Yes No

If YES, please provide the below information:

Number of Vendors Expected: _____ Vendor Participation Fee: _____

Please include the event's vendor registration form with this Permit Application.

If Food Vendors are to participate, please provide them with a copy of the attached "Grease Disposal" document to make sure they understand proper food waste handling.

In order to eliminate any confusion, Event Organizer MUST include RRD Management on ALL email communication with RRD Tenants.

- Will entertainment be provided? Yes No

If YES, please provide live entertainment information:

DJ Name : _____ Live Band Name: _____

**No substitutions to live entertainment groups are allowed without approval of RRD Staff.
Volume levels are determined by tenant needs.**

Please describe other entertainment features of your event (games, bounce houses, street performers, clowns, etc.): _____

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- Will food be provided during event? Yes No

RRD tenants must provide food unless permission is granted to use other food options.

If permission is granted, please provide detailed information of event food providers:

Food Trucks Yes No

If YES, please provide food truck(s) name/contact information:

Company Name: _____ Contact: _____ Phone Number: _____
Company Name: _____ Contact: _____ Phone Number: _____
Company Name: _____ Contact: _____ Phone Number: _____

**FOOD TRUCKS MUST NOT SERVE BEVERAGES OF ANY KIND.
Beverages must be purchased from RRD tenants.**

- Will alcoholic beverages be consumed in the common areas of the RRD? Yes No

In order to cooperate with local and state alcohol consumption requirements, a City of Shreveport SPECIAL EVENT LIQUOR PERMIT and a State of Louisiana SPECIAL EVENT LIQUOR PERMIT must be obtained prior to the event.

Liquor must be purchased from RRD tenants. Liquor cannot be sold in the public spaces without special permission granted from SPAR Event Services.

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 liquor letter must be provided by SPAR Event Services division management.

City of Shreveport permit app: www.shreveportla.gov/DocumentCenter/View/1303 ABO
State of Louisiana permit app: www.atc.rev.state.la.us/special-event.php

Name on Special Event Alcohol Permit

Liquor letter requested

Name: _____ Phone: _____

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

EVENT ADVERTISING

No advertisement or invitations for the event may be made without event approval from the Events Task Force and the signing of the agreement.

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Please describe the type of promotional products you will be using:

- Television Radio Posters Billboards City Calendar Flyers Newspaper
 Facebook Event: _____ Event Website: _____
 Twitter: _____ Instagram: _____ Other: _____

Contact name & phone number to be used for in advertising:

There will be no banners, logos, advertising, etc. displaying in the RRD 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.

SAFETY PROCEDURES

The event security plan must be reviewed with the RRD Event Coordinator immediately upon approval of the permit application. This plan shall also include a parking plan and a traffic flow plan in order to ensure pedestrian safety.

The cost of security is the responsibility of the applicant.

Depending on the requirements of the event, arrangements for security must be made with either the Shreveport Police Department or Sentinel Security. If the event obtains a waiver of the open container legislation and alcohol is to be consumed, SPD will require at least two officers be on site for the duration of the event.

Once the security plan is place and has been reviewed, contact the SPD for approval of the plan. Applicant may call either Sgt. Simmie Brown (318.673.6945) or Sgt. Todd Eatman (318.673.6946). If necessary, SPD will also schedule the officers at that time. If Sentinel Security is approved, contact Sentinel at 318.227.9175 to schedule officers.

SPD and Sentinel will require payment the day of the event. Only payment via cash, check, or money order will be accepted.

EVENT LIABILITY INSURANCE REQUIREMENTS

For the application to be approved, applicant must submit a City-approved Certificate of Liability Insurance, naming the City of Shreveport and Lea Hall Properties as additionally insured.

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**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, bounce houses, etc.

Applicant's insurance is to be written by a company licensed to do business in the State of Louisiana at the time the policy is issued, and the policy will be written by a company with A.M. best ratings of B+VII or better.

**All insurance policies must have a thirty day Notice of Cancellation Endorsement as
well as a Waiver of Subrogation.**

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.

Insurance, at a minimum, must include the following coverage and limits of liability:

- a) **Commercial General Liability Insurance (CGL)** in the amount not less than a combined single amount of \$1,000,000 annual aggregate. This policy should be endorsed to name the City and Lea Hall Properties as additional insured.

This policy will contain the following endorsements in favor of the Owner:

- **Waiver of Subrogation Endorsement**
 - **Thirty day notice of Cancellation Endorsement**
 - **Naming City of Shreveport and Lea Hall Properties as Additionally Insured**
- b) The CGL policy must be endorsed to remove the liquor liability exclusion contained in the policy if the contractor intends to allow 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.

This policy will contain the following endorsements in favor of the Owner:

- **Waiver of Subrogation Endorsement**
- **Thirty day notice of Cancellation Endorsement**
- **Naming City of Shreveport and Lea Hall Properties as Additionally Insured**

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- 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 per person and \$300,000 per accident.

This policy will contain the following endorsements in favor of the Owner:

- o **Waiver of Subrogation Endorsement**
- o **Thirty day notice of Cancellation Endorsement**
- o **Naming City of Shreveport and Lea Hall Properties as Additionally Insured**

No substitutions or changes to insurance requirements will be allowed, unless approved by the Risk Manager for the City of Shreveport (Evelyn Kelly, 318.673.5540).

HOLD HARMLESS CLAUSE

Applicant (Producing Organization) 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 is attributable to personal injury, bodily injury, disease or death or injury to or destruction of property, including the loss of use, and 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 **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**

Applicant will notify the Division Manager of Event Services, (Catherine Kennedy), in writing if any of the information given in this application changes **ten days prior to the first day of the event**.

Signature of Person Requesting Permit

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EVENT TASK FORCE MEETING

Meeting Date: _____ Time: 1:30pm Location: Depot Office/Festival Plaza

FOR OFFICE USE ONLY:		
EVENT TASK FORCE COMMITTEE	DATE	APPROVED BY:
Traffic Engineering		
Sportran		
Shreveport Police		
Shreveport Fire Prevention		
Shreveport Fire/EMS		
Risk Management		
Red River District Event Coordinator		
Division Manager of Event Services		

FOR OFFICE USE ONLY: 501(c)3; must have documentation

Personnel: \$34.92/hour x # of hours _____ = \$ _____ (Invoiced Post-Event)

SPD: (# of officers) ___ x \$30.00/hour x # of hours _____ = \$ _____ (Due at Event)

Sentinel Security: (# of officers) ___ x \$14.00/hour x # of hours _____ = \$ _____ (Due at Event)

Jean Simpson Staff (# of employees) ___ x \$14.00/hour x # of hours _____ = \$ _____ (Due at Event)

Total Estimated Cost = \$ _____

Total Cost = \$ _____

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**MEETING / EVENT PLANNING CHECKLIST
RETURN TO THE DEPOT AFTER COMPLETION**

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

- Provide Insurance Certificate to the Depot Office (see insurance requirements).
- Attend the Events Task Force meeting where you will present your application.
- Obtain Special Event Liquor Permit from the City of Shreveport and the State of Louisiana.
- Security will be present prior to event commencement and remain until event is secured after event. Contact Sgt. Simmie Brown (318.673.6945) or Sgt. Skylar Van Zandt (318.673.6946) to schedule SPD officers. If alcohol is being consumed, you must use at least two SPD officers. If approved, Sentinel Security officers may be used to secure the event. Contact Sentinel (318.227.9175) to schedule officers.
- Make arrangements for event set up delivery and tear down pick up, and contact RRD Event Coordinator (318.673.6311) to advise Coordinator of the arrangements.
- If you are using vendors, please contact the following offices to see if sales taxes apply to your event: Caddo/Shreveport Sales and Use Tax Commission - Jim McCarty (318.865.3312, Ext 111) and Louisiana Department of Revenue and Taxation - Diane Johnson (318.676.7516).
- If you are using food vendors, provide them with a copy of the attached "Grease Disposal" document.
- Please include Event Coordinator on general email correspondence with RRD tenants.

Signature

Date