

**CITY OF ST. GEORGE**

**BY COUNCIL MEMBER COOK:**

**ORDINANCE NO. 2025-032**

TO AMEND TITLE 9, CHAPTER 4 AND ENACT TITLE 10  
RELATIVE TO SPECIAL EVENTS AND TO PROVIDE FOR  
RELATED MATTERS

WHEREAS, the City of St. George wishes to establish a predictable and structured special event application process and to ensure adequate advance notice of permitted Special Events in order to mitigate potential negative impacts to the community. It is the specific intent of the City to regulate only the time, place, and manner of special events, not the content of any speech or expressive conduct.

WHEREAS the City of St. George, through Ordinance No. 2024-020 adopted Title 9, Chapter 4 to require permits for any carnival, street fair, circuses, or other similar activity in the City of St. George; and

WHEREAS the City of St. George seeks to repeal Chapter 4 of Title 9 and adopt Title 10, Special Events to provide a comprehensive process for all special events in the City of St. George.

NOW, THEREFORE, BE IT ORDAINED, the St. George City Council, State of Louisiana, hereby repeals Chapter 4 of Title 9, and enacts Title 10 of the Code of Ordinances for the City of St. George, as follows:

**Section 1. Repeal.**

Title 9, Chapter 4, Carnival, Street Fairs, Circuses, or Other Similar Activities, as adopted through Ordinance No. 2024-020, is hereby repealed.

**Section 2. Enactment.**

**TITLE 10, SPECIAL EVENTS  
CHAPTER 1. GENERAL PROVISIONS**

**Sec. 10:101. Definitions.**

As used in this Title 10 of the St. George Code of Ordinances, the following terms shall have the following meaning unless the context clearly indicates a different meaning is intended:

*Amusement attraction* means any building or structure around, over, or through which people may move or walk, without the aid of any moving device integral to the building or structure, that provides amusement, pleasure, thrills, or excitement. "Amusement attraction" does not include any enterprise principally devoted to the exhibition of products of agriculture, industry, education, science, religion, or the arts.

*Amusement ride* means any mechanized device or combination of devices which carries passengers along, around, or over a fixed or restricted course for the purpose of giving its passengers

amusement, pleasure, thrills, or excitement.

*Application* shall mean the form supplied by the office which sets forth information required for the permit.

*Attendee* means a participant, an athlete, or the event staff present during a special event. This term includes a vendor or volunteer.

*Block party* means a social gathering of a group of neighbors or businesses living or working in proximity to each other, utilizing a certain portion of a public street for their activity, where seventy-five (75) percent of the neighbors or businesses on the affected block or blocks consent in writing to said event.

*Charitable organization* means a nonprofit veterans', eleemosynary, benevolent, educational, religious, fraternal or civic and service association or corporation domiciled in this state in good standing with the Louisiana Secretary of State which has qualified with the Internal Revenue Service for an exemption from federal income tax under Section 501(c) of the Internal Revenue Code.

*Commercial purpose.* The sale, exchange, or distribution of anything of value by any person, group or legal entity to another person, group, or legal entity.

*Diversion* means the act of redirecting material from disposal for a higher or best use.

*Event Organizer* means any person who conducts, manages, or organizes a special event.

*Fair* means an enterprise offering amusement or entertainment to the public in, upon, or by means of amusement attractions or rides.

*Festival* means an enterprise offering amusement or entertainment to the public in, upon, or by means of amusement attractions, but not including amusement rides.

*Impact* means to impede, obstruct, impair, or interfere with normal vehicular or pedestrian traffic.

*Interested Person* means the property owner, property management, or tenant of each property that fronts a portion of the proposed Closure Area.

*Legacy Event* means a special event that has been held in the same location in the City of St. George in substantially the same form for a minimum of 20 years.

*Moving Event* shall have the meaning and apply to a procession of pedestrians and/or vehicles along or upon a dedicated street, road or highway under the control of the City of St. George, but shall not mean a funeral procession, wedding procession or a government or military motorcade, or an elementary or high school motorcade, provided such school motorcade has a police escort.

*Neighborhood Association* means a neighborhood association registered with the Louisiana Secretary of State whose boundaries include all or part of a right-of-way closure area.

*Operator* means a person, organization, or association, or the agent of a person, organization, or

association, which owns or controls, or has the duty to control, the operation of an amusement or ride. "Operator" does not include a person, organization, or association that does not own or control an amusement attraction or ride but which permits or allows the operation of an amusement attraction or ride on the premises of or in the name of the person, organization, or association.

*Outdoor Special Event Venue* means a Special Event Venue that is not fully enclosed by permanent, solid walls, and roof.

*Police-Escorted Bubble* means a procession where individuals proceed within a perimeter of police officers or police vehicles.

*Preliminary Recommendation* means the initial review of a special event application.

*Public Facility* means a publicly owned, controlled, or maintained park, building, facility, or property that is not a street, sidewalk, right-of-way, or spaces not open to the general public for rental.

*Right-of-way.* Any portion of ground dedicated for public use as a street and shall include that portion of the ground between the paved portion of a dedicated street and the property line of the adjacent landowner within the City of St. George.

*Right of Way Closure Area* means a city street, sidewalk, alley, walkway, or right-of-way that is part of a Special Event Venue.

*Sound Equipment* means a loud speaker, microphone, public address system, amplification system, turntable, or other similar digital or analog device that amplifies sound.

*Special Event* means an event that:

- (a) Impacts a City street, sidewalk, alley, walkway, or other City public right-of-way; or
- (b) Is temporary, involves 50 or more attendees at any time; and
  - (i) is inconsistent with the permanent use to which the property may legally be used, or the occupancy levels permitted on the property; and
  - (ii) includes one of the following: set up of temporary structures, including, but not limited to, tents, stages, or fences; use of sound equipment as described in Section 10:406; or provision for sale or consumption of food or beverages, including alcohol.

*Special Events Impact Area* means the geographic area surrounding a special event venue that is subject to the requirements in Section 10:205 (Special Event Impact Area).

*Special Events Venue* means the property where the special event will occur.

*Waste Management* means collection of solid waste, recyclables, organics, and hazardous waste for disposal or diversion and includes litter control and street cleaning.

## **Sec. 10:102. City Services.**

- (a) The City Services ("City Services") shall review applications for Special Event permits and shall approve or deny applications in compliance with this Title and with rules, policies, and

procedures adopted under this Title.

- (b) The Office may establish a Special Event Impact Area in the geographic area surrounding a Special Event Venue.
- (c) In carrying out its duties, City Services may:
  - (1) set reasonable boundaries for the Special Event Venue and Special Event Impact Area;
  - (2) impose reasonable conditions on the Special Event based on public health, safety, and welfare;
  - (3) coordinate permit issuance or authorizations for the Special Event with other City Departments, the East Baton Rouge Sheriff's Department, and other public agencies;
  - (4) require consolidated applications;
  - (5) consult with public agencies that have ownership or jurisdiction over land within a Special Event Venue or district; and
  - (6) adopt rules governing the administration and enforcement of this Title, including application requirements and provisions for interdepartmental review.

#### **Sec. 10:103. Categories of Special Events.**

A Special Event Permit will be designated into one of four tiers in accordance with this Title.

- (1) A Tier 1 event is a Special Event that does **not** include the consumption of alcohol and:
  - a. is stationary, impacts only one block of a sidewalk or a city right-of-way that is not a street, or
  - b. is a Moving Event and consists exclusively of people in a Police-Escorted Bubble; or
  - c. is an assembly at a Public Facility that lasts less than five hours, and does not include food or beverages, or a request to increase the permanent occupancy limit.
- (2) A Tier 2 event is a Special Event that:
  - a. is an assembly at a Public Facility that estimates attendance at less than 2,500 attendees at one time; or
  - b. is an assembly that is held primarily on private property, and that estimates attendance at less than 2,500 attendees at one time; or
  - c. is stationary and impacts up to two blocks of a street, sidewalk, or city right-of-way.
- (3) A Tier 3 event is a Special Event that is not covered by Tiers 1 or 2.

#### **Sec. 10:104. Conflicts with this Title.**

To the extent a conflict exists with other provisions of the St. George Code of Ordinance, this Title controls.

### **CHAPTER 2. PERMITS**

#### **Sec. 10:201. Permit required; Exceptions**

- (a) Except as provided in Subsection (b), a Special Event Permit issued under this Title is required to conduct, manage, or operate a Special Event.

(b) A Special Event Permit under this Title is not required for a Tier 1 event or a Tier 2 event, which may include food or non-alcoholic beverage sale or service, conducted entirely:

- (1) on parkland that uses only the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) and/or St. George Parks and Recreation facilities, personnel, and equipment;
- (2) in a publicly-owned auditorium or meeting room that requires only the facilities, personnel, or equipment associated with the facility;
- (3) use a Right-of-Way where less than 20 people will gather;
- (4) Nothing in this Title shall be construed to restrict rights under the First Amendment. Spontaneous events that arise from news or current affairs may proceed without a permit, but are encouraged to notify the Chief of Police to ensure public safety.
- (5) on private property that does not require extraordinary services, other licenses/permits, or an entry fee;
- (6) Students at or below grade 12 going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of the proper school authorities;
- (7) A governmental agency acting within the scope of its governmental functions.

(c) Special Event Permit shall be issued for no more than three consecutive days within a one-week period and shall not be for more than one consecutive two-week period. No Special Event Venue may conduct more than four Special Events in any single calendar year without approval of the City Council.

(d) If a Special Event Permit is completely or partially canceled due to inclement weather, the Special Event Permit may be amended by City Services to allow the Special Event to be held on any alternate date. The number of alternate days granted for the conduct of a Special Event cannot exceed the number of originally permitted days canceled due to inclement weather. Alternate days must be scheduled within thirty (30) days of the canceled original days.

(e) No Tier 2 or 3 Special Event shall be held in an area which is less than three hundred (300) feet from a residential area, except for Special Events held by a Neighborhood Association, church, or school entirely on its own property.

(f) A Special Event Permit is non-transferable and is only applicable to the Special Event Venue described in the application. A Special Event Permit shall be null and void for any other location.

#### **Sec. 10:202. Requirements for a Special Event Permit.**

(a) Except as provided in Section 10:201, an Event Organizer shall obtain a Special Event Permit issued by City Services before conducting, managing, or operating a Special Event.

(b) As a condition of a Special Event Permit, the Event Organizer or a person who represents the Event Organizer shall:

- (1) provide access to a Special Event Venue to a City employee with inspection and enforcement duties related to Special Events;
- (2) be present at all times during the operating hours for the Special Event;

- (3) provide City Services with contact information for an individual who is responsible for the set-up and take-down of the Special Event;
- (4) ensure compliance with all applicable ordinances, regulations, rules, and the Special Event Permit;
- (5) accept all notices of violation, citations, and closure orders.

(c) A Special Event Permit is only effective after the event set-up has passed all required inspections.

**Sec. 10:203. Other permits or licenses required.**

Nothing in this Title shall be construed as repealing other sections of this Code or other ordinances requiring separate applications for permits or licenses for specific portions of the Special Event, such as alcohol licenses, building permits, or related permits. Those permits must be applied for separately in accordance with the laws or sections of this Code or other ordinances, specifically governing those activities.

**Sec. 10:204. Notification of Councilmember.**

Upon receipt of each application for a Special Event Permit under this Title, City Services shall notify the Councilmember in whose District the Special Event is to be held.

**Sec. 10:205. Limitations on the provisions of City Services; Costs and Fees**

- (a) Issuance of a Special Event Permit or the approval of a Special Event Permit Application does not obligate or require the City to provide services, equipment, or personnel in support of an event.
- (b) Except as provided in Subsection (c), if the City provides services, equipment, or personnel in support of a Special Event, the City will charge the Event Organizer the actual cost of:
  - (1) the wages or salaries set by separate ordinance for city personnel involved in traffic control, event security, fire safety, medical safety, waste management, and other facility or event support;
  - (2) the use of city equipment, city-contracted services, and other non-personnel expenses; and
  - (3) any clean-up activity directly related to the Special Event, not provided by the Event Organizer, that is required to restore the area to the same condition that existed prior to the Special Event.
- (c) If the City is a co-sponsor of a Special Event, city services, equipment, or personnel may, with City Council approval, be provided to support a Special Event without charge.
- (d) The City may also charge any other fees set by separate ordinances to recover costs associated with Special Events.
- (e) If an Event Organizer requests an estimate of the charges or fees described in Subsections (b) and (d), City Services will provide an estimate within 30 days of the request for estimate.
- (f) An Event Organizer shall pay to the City:

- (1) within thirty (30) business days from the date of the Special Event, the estimated charges and fees described in Subsections (b) and (d); and
- (2) within 20 business days from the date City Services provides the Event Organizer with a bill that identifies the actual charges and fees described in Subsections (b) and (d) and a refund or invoice for amount still due.

**Sec. 10:206. Special Events Impact Area.**

- (a) In the interests of public health, safety, and welfare, City Services may designate a Special Events Impact Area that surrounds a Special Event. If a Special Events Impact Area is designated, City Services may limit the number of permits, applications, or approvals described issued within the Special Events Impact Area.
- (b) City Services will set the duration and boundaries of a Special Events Impact Area after:
  - (1) consulting with affected City departments and public agencies; and
  - (2) balancing the needs of the Special event with public health, safety, and welfare.
- (c) City Services will determine the maximum number of Special Event Permits or associated approvals that may be issued in a Special Events Impact Area.
- (d) A business or property, including a vendor licensed under Title 9, Chapter 3 of the St. George Code of Ordinances, located within the area of a Special Events Impact Area will not be required to seek additional permits if the business or property operates in a manner consistent with its existing permits.

**Sec. 10:207. Insurance required; exceptions**

- (a) Except as provided in Subsection (i), the Event Organizer must possess or obtain insurance to protect the City against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the Special Event that impacts or occurs on City property, including City facilities and City streets, sidewalks, and other Right-Of-Ways. A public liability insurance policy not less than \$100,000.00 for one person and \$500,000.00 for any one accident shall be in force and effect for the Special Event Venue, during the operative time.
- (b) The insurance shall name the City as an additional insured and must be maintained for the duration of the special event. A Special Event permit shall not be issued without receipt from the insurer or its agent of record of a bona fide certificate of insurance which indicates that the City of St. George is also being insured and afforded coverage to the same extent as the named insured. Evidence of coverage showing a 30-day notice of cancellation is required.
- (c) If alcohol will be served on City property or if alcohol is served on non-City or Parish property and there is a public street closure involved, Alcohol Legal Liability coverage (ex: Bar-keepers liability) shall be provided.
- (d) If automobiles will be used, Automobile Liability coverage shall be provided for any one Occurrence. Coverage to include all Owned, Hired, and Non-Owned Automobiles.
- (e) If paid employees of Event Organizer will participate in Special Event, Workers'

Compensation and Employer's Liability insurance, covering all employees in compliance with the laws of the State of Louisiana, shall be provided. If workers are through a company other than Event Organizer, the company should furnish a copy of their certificate and waiver of subrogation from the carrier.

(f) Failure to maintain insurance immediately preceding, during the Special Event, and until the conclusion of the permit period is grounds to revoke the Special Event Permit.

(g) Unless otherwise stated in this section, City Services will determine the necessary amount of insurance coverage/

(h) The insurance required by this section is not a substitute for insurance requirements that may be imposed by other required City permits.

(i) An Event Organizer is exempt from providing the insurance required by this section if:  
(1) the Special Event occurs exclusively on private property; or  
(2) The Event Organizer demonstrates that it is impossible or impractical to obtain insurance coverage.

**Sec. 10:208. Bond.**

(a) The applicant for a Special Event Permit shall furnish a cash or surety bond, conditioned upon saving harmless the City of St. George from any and all liability or causes of action which might arise by virtue of the granting of a Special Event Permit, and conditioned further that no damage shall be done to the streets, sewers, sidewalks or other public ways, trees or adjoining property, and that no dirt, paper, litter or other debris will be permitted to remain upon the streets or upon any private property by the Event Organizer to whom the permit was issued. Such surety bond shall be canceled or the cash bond returned to the applicant upon the satisfaction of City Services that all the conditions of this Chapter have been complied with.

(b) The minimum sum for a cash or surety bond shall be:  
(1) \$1,000.00 for Tier 1  
(2) \$3,000.00 for Tier 2  
(3) \$7,500.00 for Tier 3

(c) Notwithstanding any provisions of this Title to the contrary, the following events are exempt from the requirements of a cash or surety bond.  
(1) any Neighborhood Association, church, or school making application for a Special Event permit under this Title which is to be held on their own premises.  
(2) The Greater Baton Rouge State Fair.

**Sec. 10:209. Liability and Indemnification.**

(a) An Event Organizer who applies for a Special Event Permit shall be liable for all damage to property or person(s) which may arise out of or in connection with the Special Event for which a permit was issued.

(b) An Event Organizer who applies for a Special Event Permit shall execute a written

agreement to indemnify the City and its officers and employees against all claims of injury or damage to persons or property, whether public or private, arising out of alleged willful or negligent acts or omissions of the Event Organizer, its officers, agents, or employees in connection with the special event.

## **PART 2. CLOSURE PERMITS**

### **Sec. 10:220. Closure Permits.**

- (a) A person may not temporarily close any portion of a public street, sidewalk, or right-of-way to conduct, start, participate, or assist in a Special Event, unless the person obtains:
- (1) a Closure Permit under this Title;
  - (2) a Special Event Permit issued under this Title; and
  - (3) any other permit or license required by the City Code or state law.
- (b) An Applicant must submit a request for a Closure Permit to City Services with its application for a Special Events Permit by the deadlines set forth in Section 10:301.
- (c) A parade, walk, run, or any other Moving Event that is within the street or street right-of-way requires a Closure Permit.

### **Sec. 10:221. General Restrictions for Closure Permits.**

- (a) An Event Organizer may not block off a street, sidewalk, or right-of-way in a manner that prevents the free movement of pedestrians into and out of the area included in the closure permit.
- (b) If City Services determines that an Event Organizer has violated or failed to comply with the terms of a Closure Permit approved under this Title, City Services may immediately halt the Special Event activities and reopen the public street, sidewalk, or right-of-way.

### **Sec. 10:222. Cost of City Service.**

Unless City Services requires the Applicant to use a private barricade entity, an Applicant for a Closure Permit shall pay the actual costs of city-contracted services for barricades, signs, and devices to be used for redirecting traffic around the area included in the closure permit.

### **Sec. 10:223. Notice requirements.**

- (a) An Event Organizer for a Tier 3 Special Event that requires a Closure Permit shall provide notice by mail to all Interested Persons and Neighborhood Associations in the proposed Closure Area at least 90 days prior to the start date of the Special Event if the Special Event:
- (1) has been held for 4 years or less; or
  - (2) has received a violation or changed its character, nature, location or route.
- (b) An Event Organizer for a Tier 3 Special Event that requires a Closure Permit shall provide notice by mail to all Interested Person and Neighborhood Associations in the proposed Closure Area at least 45 days prior to the start date of the Special Event if the Special Event:
- (1) has been held for five or more years; and

- (2) has not received a violation or changed its character, nature, location, or route.

**Sec. 10:224. Documentation requirements.**

(a) In addition to the documents required for a Special Event Permit under this Title, an Applicant applying for a Closure Permit must submit with its application:

- (1) the proposed closure areas;
- (2) the proposed use of the closure areas; and
- (3) the proposed closure hours.

(b) City Services may require an Applicant provide: a traffic control plan signed and sealed by a professional engineer licensed in the State of Louisiana that shows the location of all barricades, signs, and devices to be used for redirecting traffic around the area included in the closure permit; or a letter from a private barricade entity stating that all devices to be used during the closure will be set up and removed by the barricade entity in accordance with the conditions of the Closure Permit.

**Sec. 10:225. Approval or denial of Closure Permit.**

(a) Except as provided in Subsection (b), the City Services shall approve a Closure Permit if it determines that the application complies with this Title.

(b) City Services must request Council action on a request for a Closure Permit if, within 14 calendar days from the date notice is provided, City Services receives objections from: (1) 20 percent or more of the Interested Persons who were provided notice; or (2) a Neighborhood Association within the proposed Closure Area.

(c) Before Council considers a request for a Closure Permit, City Services must prepare a report that:(1) summarizes the objections received; (2) describes any application modifications City Services will require to address the objections; and (3) states City Services' recommendation, which must be based upon whether the application complies with this Title.

(d) In considering a Closure Permit, Council shall consider the City Services' report and apply the same criteria used by the City Services in Section 10:305.

(e) A Special Event that has been held for 5 or more years and has not received a violation or changed its character, nature, location, or route shall be approved.

(f) A Closure Permit is not effective unless City Services approves the companion Special Event Permit.

(g) If a Closure Permit is denied, an Applicant shall have a right of appeal as stated in Section 10:306.

**Sec. 10:226. Restoration after the Special Event.**

It is the responsibility of the Event Organizer to restore the street and the surrounding area to its original cleanliness. Any banners, signs, streamers, or ribbons placed by the participants within

the right-of-way must be removed within 48 hours of the event. No oil-based paint will be allowed on the street or the sidewalk. Only water-based paint may be used, and this must be removed immediately after the Special Event

### **PART 3. NEIGHBORHOOD BLOCK PARTY PERMITS**

#### **Sec. 10:230. Neighborhood Block Party.**

- (a) A Neighborhood Block Party is an event on a residential street for individuals who live in the immediate area of the residential street.
- (b) For purposes of this Part, a residential street is a block of right-of-way that primarily abuts single-family dwellings.
- (c) Neighborhood Block Parties on residential streets with the following land uses must be approved by City Services: (1) multi-family; (2) schools; (3) places of worship; (4) commercial; or (5) other non-residential uses.
- (d) A Neighborhood Block Party cannot be located on a residential street that: (1) is controlled with an automated traffic control device at either end of the block; or (2) includes any bus stops.
- (e) Neighborhood Block Party cannot close an intersection with another street.

#### **Sec. 10:231. Permit Required.**

- (a) A person may not temporarily close a residential street to conduct, start, participate, or assist in a Neighborhood Block Party, unless the person obtains: (1) a block party permit required by this Section; and (2) any other permit required by the City Code.
- (b) Neither a Special Event Permit nor a Closure Permit is required for a Neighborhood Block Party.

#### **Sec. 10:232. Application Required.**

- (a) A person must submit an application for a Block Party Permit on a form approved by City Services.
- (b) An applicant shall pay an application fee set by a separate ordinance.
- (c) An applicant must submit proof to City Services that the minimum percentage of the occupants of the property impacted agree to the Neighborhood Block Party. This percentage will be set and published by the director.
- (d) An application must be submitted at least 10 calendar days before a Neighborhood Block Party.
- (e) City Services shall approve a Block Party permit if it determines that the application complies with this Part.

**Sec. 10:233. Appeal of denial of an application.**

- (a) If an application for a Block Party Permit is denied, the applicant may appeal to the Director of the City Services.
- (b) An applicant must submit an appeal within 5 business days after the applicant is notified that the application has been denied. The Director may uphold or reverse the denial of the application.

**Sec. 10:234. Barricades.**

An applicant shall use traffic control devices and barricades to close a street as required by the City Services.

**Sec. 10:235. Indemnification.**

An applicant shall execute a written agreement to indemnify the City as provided in Section 10:209.

**CHAPTER 3. SPECIAL EVENT APPLICATIONS**

**Sec. 10:301. Special Event Application and deadline.**

- (a) An Event Organizer shall pay an application fee set by a separate ordinance.
- (b) An application for Special Event Permit may be submitted no earlier than 180 calendar days prior to the first day of the Special Event.
- (c) An Event Organizer must submit a Special Event Application no later than the following number of days prior to the first day of the proposed event: (1) 7 calendar days for a Tier 1 event; (2) 45 calendar days for a Tier 2 event; and (3) 60 calendar days for a Tier 3 event.
- (d) A Neighborhood Association, church, or school that applies for a Tier 2 or Tier 3 Special Event Permit Application to be held on its own premises shall submit its application no later than 7 calendar days before the first day of the proposed event.
- (e) A Legacy Event may submit a notice of proposed special event dates for up to a five-year period on a form approved by City Services. A Legacy Event must still comply with this Section and Section 10:302 each year of the Special Event.
- (f) An application deadline for a Special Event Application may be waived by City Services if the following conditions are met: (1) the Event Organizer can show good cause; and (2) no unreasonable burden on the City will be created by the waiver.

**Sec. 10:302. Contents of Special Event Application.**

- (a) An Event Organizer must submit an application for a Special Event on a form approved by

City Services. The Event Organizer must be the applicant unless the Event Organizer designates another person in writing. Special Event applications, where applicable, shall include:

- (1) The name or title of the special event;
- (2) The anticipated maximum number of persons participating in the Special Event, distinguishing between the anticipated number of persons that will be employed or serving at the event from the anticipated number of persons attending the event.
- (3) The date(s) and times during which the Special Event will be conducted;
- (4) The exact location of the Special Event, and/or the route the Special Event will utilize;
- (5) Whether amplified sound will be used;
- (6) Whether artificial lighting will be used;
- (7) Whether temporary static structures will be used, and if so, a complete description (including measurements) of the structures;
- (8) Whether vehicles will be used, and if so, a description of the vehicles and how they will be used;
- (9) If the street is to be closed, the signatures of all residents and/or businesses situated on the street, denoting approval;
- (10) If applicable, written permission from the property owner allowing alcoholic beverages to be sold, when the applicant does not hold a bona fide lease for the location where the Special Event will occur;
- (11) Proof of insurance as stated in Section 10:207, any applicable bond as stated in Section 10:208, and a written agreement to indemnify as stated in Section 10:209 must be submitted with an application;
- (12) Sales Tax clearance letter. No permit will be issued if the applicant is delinquent in the payment of any tax, license or fee to the City of St. George;
- (13) A disclosure as to whether the applicant or entity for whom the application is made has previously conducted a Special Event within the City which has been subject to any civil, criminal, or administrative action;
- (14) A disclosure as to whether the applicant or entity for whom the application is made has defaulted upon, or is in arrears to, any payments due to the City; and
- (15) The signature of the applicant.

(b) The Event Organizer or the Owner of the Special Event Venue shall provide proof of ownership or proof of lease with its application and specify with particularity the area to be used, providing a minimum of one (1) acre of ground for every two thousand (2,000) persons, exclusive of any living accommodations and health and safety facilities.

(c) If the sale or service of alcoholic beverages is in any way associated with the Special Event, a Special Event Permit must be obtained through the Alcoholic Beverage Control Office and submitted no less than 30 days prior to the first day of the Special Event if the application does not include a request for a Closure Permit that requires Council action under Section 10:225.

(d) If the Special Event involves a Federal or State Highway route, the Louisiana Department of Transportation and Development (LA DOTD) must be notified, and proof of notification must be submitted no less than 30 days prior to the first day of the Special Event. If the Special Event requires the closure of a state highway, permission must be obtained from LA DOTD and the Louisiana State Police Troop A and provided with the application no less than 30 days prior to the first day of the Special Event.

(e) No Special Event Permit will be issued if the applicant is delinquent in the payment of any tax, license, or fee to the City of St. George or has an outstanding unresolved code violation.

(f) Except as provided in Subsection (c), (d) and (e), an application must contain all of the information described in this section to be deemed complete. Before approval of a permit, an applicant must timely provide all documentation and information required in this section and section 10:303.

### **Sec. 10:303. Event Plan.**

(a) Each Tier 3 Special Event applicant must submit an Event Plan at least 45 days prior to the first day of the Special Event date. For Tier 2 Special Events, an applicant must submit an Event Plan at least 30 days prior to the first day of the Special Event. For Tier 1 Special Events, the Event Plan must be submitted with the application. City Services may consider an application for a Tier 2 or 3 Special Event complete subject to approval of the Event Plan being timely provided, reviewed, and thereafter approved.

(b) The Event Plan shall include, but is not limited to:

(1) Detailed information concerning the activities included in the Special Event, including:

- a. the number of bands or other musical units;
- b. the number of theatrical performances;
- c. the proposed size, location, and orientation of speakers;
- d. the ancillary activities that will be associated with the event;
- e. the kinds of animals anticipated to be a part of the event;
- f. the types of non-emergency vehicles to be used for the event;
- g. food and alcohol sold or consumed at event;
- h. for any Special Event wherein activity will be conducted on City property, streets, or Right of Ways, a diagram of showing the location of vendors and tents. 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.

(2) **Public Safety Plan.** A Public Safety Plan, based upon the anticipated number in attendance stated in the application, is required to be approved before any Special Event Permit is issued and, at a minimum, shall include:

a. On-site security for attendees and property that shall include:

1. The number of commissioned law enforcement officers based upon the anticipated attendance. The St. George Chief of Police shall determine whether private security officers can be utilized in lieu of commissioned law enforcement officers based upon the Special Event. Should the Chief of Police approve private security, the private security employed must:
  - a. be in uniform;
  - b. be able to contact City police, fire, or emergency medical services if necessary;
  - c. remain on-site during the Special Event;
  - d. be licensed by the State of Louisiana; and
  - e. not consume an alcoholic beverage or participate in the Special Event.

2. At least one commissioned law enforcement officer or private security officer for every five hundred (500) persons shall be required for any Special Event.
- b. On-site medical coverage that shall include:
    1. the number of and level of certification of emergency medical responders and the 911-access that will be utilized for the special event;
    2. a written description of all non-public medical resources that will be used at the Special Event. All private medical resources must be licensed. Unless otherwise approved in the Special Event Permit, only medical service responders employed by St. George Fire Department may respond to 911 requests within a Special Event or provide medical transport from a Special Event.
  - c. Fire safety plan that shall comply with all applicable National Fire Protection Association Life Safety Code (NFPA 101), the National Fire Protection Association Fire Code (NFPA 1) and St. George Fire Protection District No. 2 requirements as adopted and amended in Title 6 of the St. George Code of Ordinances, including but not limited to:
    - (1) fire lanes and public safety access;
    - (2) tents and temporary membrane structures;
    - (3) fireworks, pyrotechnics, open flames;
    - (4) theatrical flame or laser performances;
    - (5) occupant loads, exiting, and egress;
    - (6) use of decorative materials and finishes;
    - (7) use, location, storage of propane or other fuel type equipment; and
    - (8) crowd management.
  - d. A traffic management plan that includes:
    - (1) If applicable, provisions for queuing event attendees on streets, sidewalks, or other city right-of-ways;
    - (2) A parking plan, with a map of on-site and any off-site parking for the Special Event;
    - (3) Property owner authorization for any off-site parking and information detailing how attendees will get to the event site from the off-site parking area;
    - (4) Unless authorized by the Chief of Police, only peace officers who are commissioned by the Parish of East Baton Rouge and are on duty and acting in an official capacity of their agency shall be used for traffic control on City streets or in City Right-of-Way for Special Events.
- (3) **Waste Management Plan** that shall include:
- a. Proof of a contract providing sanitary facilities that provide at least one (1) unit for every two hundred fifty (250) persons based upon the anticipated attendance stated in the application.
  - b. Proof of waste management services contract to accommodate the anticipated attendance stated in the application.
  - c. Diagram showing location of sanitary facilities and garbage disposal locations.
  - d. For a Special Event held at a City facility or on City streets, sidewalks, or

Right-of-Ways, an Event Organizer shall not provide or distribute, or allow another to provide or distribute glass containers and shall provide suitable protection around storm water inlets to prevent debris from entering the storm water system.

- (4) City Services shall require the applicant for a Special Event Permit to furnish a letter or certificate of compliance or approval from the following:
  - a. The State Health Department for the parish ensuring that adequate medical, first aid, and sanitary facilities are available in accordance with the guidelines for mass gatherings.
  - b. Chief of Police, attesting that adequate arrangements have been made for parking, traffic control, security, and law enforcement.

**Sec. 10:304. Review of application.**

(a) For a Tier 3 event, City Services will issue, within 10 business days of receiving a complete application, a preliminary recommendation to approve the application, provided that the following conditions are met:

- (1) No other approved or pending Special Events conflict with the event organizer's proposed Special Event;
- (2) A prior Special Event Permit was not revoked by the City in the preceding 12 months;
- (3) The applicant's ability to demonstrate it has the resources to address public health and safety concerns if the City does not have sufficient resources to devote to the Special Event;
- (4) The Special Event will not cause an unresolvable conflict in the public Right-of-Way or at a Public Facility.
- (5) For a Moving Event, the conduct of the Special Event will not:
  - a. substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
  - b. require the diversion of an excessive amount of law enforcement officers to properly police the movement of the Moving Event and the areas contiguous.

(b) City Services is not required to process more than one application for a Tier 3 Special Event per Event Organizer during any two-week period.

(c) Except as otherwise provided, when multiple Tier 3 Special Events are requested for the same day and location, City Services will prioritize applications based on the number of years a Special Event has been conducted in the City. When two or more Special Events have been conducted for the same number of years, the Special Event that has historically been held on the same date for the greatest number of years is given priority.

(d) For a Tier 3 Special Event, City Services will take final action to approve or deny an application no later than 30 days before the first day of the Special Event. For a Tier 2 event, City Services will take final action to approve or deny an application no later than 30 days after the application is deemed complete. For a Tier 1, City Services will take final action to approve or deny an application no later than the close of business one business day before the start of the Special Event.

(e) During the application review period, City Services will engage in an interactive process

with applicants, which may include an inspection of the facilities and grounds on which the Special Event is to be held. The applicant expressly acknowledges the ability of the City of St. George, through its departments or agencies, to conduct mechanical, electrical, or safety inspections on any premises on which a permitted event is to be held before and during the Special Event.

**Sec. 10:305. Approval or denial of a Special Event Application.**

(a) If City Services determines that none of the conditions specified in Subsections (b), (c) or (d) apply, City Services shall approve a Special Event Application.

(b) City Services shall deny a Special Event Application if the applicant fails to:

1. Timely provide a complete application;
2. Tender any applicable fee;
3. Timely provide a sufficient Event Plan as required in Section 10:303;
4. Meet the requirements for submitting an application for a Special Event Permit;
5. Obtain the approval of any other public agency within whose jurisdiction the Special Event or a portion of the Special Event will occur;
6. Obtain all other required City, Parish, or State permits or approvals;
7. Meet the conditions set forth in Section 10:304; or
8. Timely make revisions to a pending application or Event Plan that City Services requires.

(c) City Services shall deny a Special Event application if it determines that:

1. The Special Event will violate any local, state, or federal law or regulation or administrative rule;
2. The Special Event would present an unreasonable danger to the health or safety of the applicant or others;
3. The resources required to ensure public safety within the special event venue or impact area will prevent the police, fire, or emergency medical services departments from providing reasonable protections to the remainder of the City;
4. The concentrations of persons, animals, or vehicles within the special event venue or impact area will unduly interfere with the movement of police, fire, ambulance, or other emergency vehicles;
5. The Special Event will substantially interfere with:
  - (a) Any other Special Event for which a permit or application has already been approved; or
  - (b) The provisions of City services required to support scheduled or unscheduled government functions;
6. The Event Organizer demonstrates an inability or unwillingness to conduct an event in compliance with the requirements of this Title or of a condition to a permit issued under this Title; or
7. The Event Organizer conducted a prior Special Event in a manner that failed to substantially comply with City Code requirements or damaged public property on or adjacent to the right-of-way and has not paid in full for said damage or has otherwise outstanding and unpaid debts ; or

8. The application contains a material misrepresentation.

(d) City Services is not required to take action on an incomplete or untimely application, except as provided in Section 10:302.

(e) City Services may require application modifications. In exercising this authority, City Services will consider:

1. scope of events;
2. traffic;
3. parking; and
4. public safety concerns.

(f) If City Services denies an application, City Services shall notify the Event Organizer in writing as soon as practical, setting forth in writing the grounds for denial, and, where feasible, proposed measures to cure the defects in the application. A notification sent by electronic mail complies with this subsection.

#### **Sec. 10:306. Appeal of Denial of Special Event Application.**

If City Services denies a Special Event Application, the Event Organizer may appeal the denial to the City of St. George Division of Administration Adjudication, no later than 5 business days after the Event Organizer is notified that the application was denied.

### **CHAPTER 4. OPERATION**

#### **Sec. 10:401. Unpermitted Special Events prohibited.**

A person may not conduct, operate, or manage a Special Event without a Special Event Permit required by this Title.

#### **Sec. 10:402. Compliance with Permits, Approvals, and Plans.**

An Event Organizer shall conduct, operate, or manage the Special Event in compliance with the Special Event Permit, other City permits and approvals, and approved plans. City Services may require documentation on ticket sales, such as copies of ticket manifests, records, and books to aid in enforcement of this requirement.

#### **Sec. 10:403. Maximum Attendance**

(a) The maximum attendance at a Special Event shall not exceed the anticipated maximum attendance stated on the application. If the Special Event requires tickets, the Event Organizer shall not sell or print more tickets for the event than the anticipated maximum attendance stated on the application. If a larger turnout than originally expected is likely, a revised approval must be obtained from City Services.

(b) If on the day of the Special Event or at any time prior, the anticipated maximum attendance exceeds the number of persons which can be safely assembled exceeds the maximum number stated in the Event Plan, City Services shall so advise the Event Organizer, who shall have the obligation

of advertising in a reasonable manner that the event is at maximum capacity, and no further attendees shall be admitted nor shall any further tickets be sold.

**Sec. 10:404. Display of Special Event Permit.**

The Event Organizer shall display the Special Event Permit in the manner prescribed by City Services and shall provide the permit on request to a City employee with enforcement or inspection duties related to the Special Event.

**Sec. 10:405. Obstructions blocking view.**

(a) No vehicle, sign, tent, building or any other obstruction connected with any Special Event shall be located on any corner lot so as to obstruct or obscure vision across a triangular area of the corner lot defined as follows: Starting from the corner of the lot at the street intersection, measure 30 feet along each lot property line from the corner and connect to two points thus obtained with a third line to form the triangle of vision. When corners are curved or not square, this rule shall be so interpreted as to provide not less clear sight distance than is obtained for square lot corners.

(b) No portion of any vehicle, sign, tent, building or any other obstruction connected with any Special Event shall be closer than ten feet from the property line of the property or lot on which the facility is located without permission from the adjacent property owner.

**Sec. 10:406. Sound Equipment for Outdoor Special Event Venue.**

(a) Unless approved by City Services as part of the Special Event Permit process, the use of sound amplification equipment is prohibited at an Outdoor Special Event Venue. If City Services approves the use of sound equipment during a Special Event, the following applies:

- (1) A person may not operate sound amplification equipment must not adversely impact the quality of life of surrounding areas. Sound levels shall not exceed those established in the Event Plan;
- (2) An Event Organizer must require an individual to be present and responsible for operating sound equipment during the operating hours for the Special Event; and
- (3) No person shall operate an outdoor music and/or entertainment event that produces amplified sound which registers more than 85 Db(A), as measured from any point within the boundary line of the nearest residentially occupied property at the street level.

(b) Notwithstanding any other provisions of this Title 10, an outdoor special event venue located on BREC or City of St. George property is not subject to this Section.

(c) No Outdoor Special Event Venue shall continue the use of sound equipment past 11:00 p.m. on Friday and Saturday and 10:00 p.m. on all other nights, with the exception of New Year's Eve. On New Year's Eve, the ending time will be no later than 1:00 a.m. The time limitation provided for in this section may be extended by resolution of the City Council.

**Sec. 10:407. Water.** The Event Organizer shall provide water at the Special Event in accordance with the standard of the board of health for the State of Louisiana.

**Sec. 10:408. Clean-Up and Park Damage**

For Special Events involving the use of City Facilities, streets, or right of ways, the Event Organizer will return the Special Event Venue to the exact condition under which the Applicant found the Property prior to event setup. All trash, signage, equipment, other debris, or any other physical evidence that a Special Event took place must be removed immediately following the event.

## **CHAPTER 5. ENFORCEMENT AND PENALTIES**

### **Sec. 10:501. Enforcement of Special Events Regulation.**

(a) Responsible agency or department for enforcement. City Services, St. George Chief of Police, the East Baton Rouge Parish Sheriff's Office, and/or the St. George Fire District shall have the authority to enforce violation(s) of any provisions or requirements of this Title.

### **Sec. 10:502. Revocation of Special Event Permit.**

- (a) City Services may revoke a Special Event Permit if it determines:
- (1) City Services issued the Special Event Permit in error;
  - (2) The Event Organizer is conducting the event in manner that does not comply with the Special Event Permit;
  - (3) The Event Organizer fails to maintain insurance as required in Section 10:207;
  - (4) The Event Organizer or any person associated with the Special Event has failed to obtain any other permit required by the City Code or State Law; or
  - (5) The Special Event poses a threat to public health or safety.
- (b) Except as provided in Subsection (c), City Services may revoke a Special Event Permit after it issues a notice of intent to revoke. The notice of intent will be in writing; specifically set forth the reasons for revocation; specify the corrective measures required for compliance and to prevent revocation; and provide a time period for compliance.
- (c) Verbal notification is sufficient if an emergency that poses a threat to public health or safety requires immediate revocation. City Services may provide a warning to the Event Organizer prior to an immediate revocation. A revocation that occurs during a Special Event is effective until the condition causing a threat to public health or safety is remedied and the Special Event no longer poses a threat to public health or safety.
- (d) If an Event Organizer fails to take the corrective measures identified in the notice of intent within the time period provided, the Special Event Permit is revoked without further action by City Services.
- (e) If City Services revokes a Special Event Permit prior to the start of the event, the Event Organizer may appeal to the City of St. George Division of Administrative Adjudication.

### **Sec. 10:502. Refusal to Vacate.**

(a) If a revocation described in Section 10:502(c) that occurs during a Special Event and the condition cannot be cured or the Event Organizer refuses to remedy the condition, City Services

may vacate a Special Event Permit. If a person refuses to comply with a vacate order issued by City Services then such refusal may be deemed a violation for Disturbance of the Peace, and violator(s) may be subject to issuance of citation, arrest, and misdemeanor charges. Upon conviction, any violation(s) may be punished by a fine not exceeding five hundred dollars (\$500.00) per violation or imprisonment for a term not exceeding six (6) months, or by both such fine and imprisonment, within the discretion of the trier of fact. Each day any violation of any provision of this Code continues may be construed as a separate offense.

**Sec. 10:503. Civil adjudication of violations; penalties.**

(a) City Services is responsible for issuing all violations under this Title, which shall be adjudicated through the administrative adjudication proceedings pursuant to Title 4 of the St. George Code of Ordinances. Any person found in violation of this Title after an administrative hearing, may be fined up to one thousand dollars (\$1000.00) per offense. Each day any violation of any provision of this Title continues may constitute a separate offense. City Services may also deny future Special Event Permits to any Event Organizer found in violation of this Title after an administrative hearing. In addition, if any establishment or place of business shall repeatedly allow a Special Event to take place on its premises without having secured all necessary licenses or permits as provided herein, the operation of the establishment or place of business shall be deemed to constitute a nuisance, and City Services may institute any appropriate action or proceedings in the name of the City of St. George to prevent and prohibit the conduct of the business or establishment from occurring thereafter and/or revoke the establishment or place of business occupational license

**Section 2. Severability.** If any section, subsection, sentence, clause, or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, such declaration of invalidity shall not affect the validity of the Ordinance as a whole, or parts thereof, other than the part declared invalid. The remainder of the Ordinance shall not be affected by the declaration of invalidity and shall remain in force and effect.

**Section 3. Effective Date.** This ordinance affecting the public peace, health, and safety shall be in full force and effect upon publication.


This Ordinance having been submitted to a vote, the vote thereon was as follows:

Ayes: Cook, Delucci, Edmonds, Himmel, Monachello, Murrell, Talbot

Nays: None

Absent: None

Introduced on June 24, 2025 and voted on July 22, 2025.



Lorraine Beaman, City Clerk

Delivered to Mayor on July 25, 2025.



Lorraine Beaman, City Clerk

Approved:

  
\_\_\_\_\_

Dustin Yates, Mayor

Received from Mayor on July 28, 2025

Ordinance published in The Advocate on the 4<sup>th</sup> day of May, 2025

# City of St. George – Proposed Special Event Fee & Service Chart

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## SECTION 1: APPLICATION & PERMIT FEES

Item	Tier 1	Tier 2	Tier 3
Application Fee	\$25	\$100	\$250
Closure Permit (if required)	\$0	\$50	\$100
Alcohol Sales Permit (City-level)	N/A	\$100	\$250
Amendment/Reschedule Fee	\$25	\$50	\$100

## SECTION 2: VENUE USE FEES (CITY-OWNED PROPERTY)

Location Type	Per Day Fee	Notes
Neighborhood Park / Open Green Space	\$100	Up to 500 people
City Hall / Official Premises (indoor)	\$200	Subject to availability and security review
Major Field or Event Lot	\$300	Includes up to 5,000 sq. ft.
Temporary Power Hookup (per spider box)	\$250	Electrical utility
Water Service Setup	\$100	Outdoor venue only

## SECTION 3: REFUNDABLE DEPOSITS

Item	Deposit Amount	Notes
Sanitation & Waste Management Deposit	\$250	Refunded if site is cleaned within 48 hours
Damage Deposit (City Property)	\$500	Higher deposits may be required based on scale
Electrical Equipment Use	\$250	Refundable after inspection

## SECTION 4: SECURITY & PERSONNEL COSTS

Service	Hourly Rate	Minimum	Notes
Law Enforcement (SGPD or EBRSO)	\$55/hr	4 hours	Required if crowd >500 or alcohol is served
Private Security Approval Fee	\$50 flat	N/A	For security vendors not already registered

Medical Services (via St. George Fire Dept.)	\$75/hr	4 hours	First aid/EMS presence required at Tier 3 events
Public Works (Barricades / Setup)	\$50/hr	4 hours	City set-up/tear-down services

### SECTION 5: VENDOR & SALES FEES

Type	Fee (per vendor)	Notes
Food Truck or Mobile Food Vendor	\$50/day	Must provide LA Dept. of Health certificate
Merchandise Booth (10x10 or 12x12)	\$25/day	Applies to for-profit vendors
Nonprofit Vendor	Waived (Tier 1-2)	501(c)3 documentation required
Alcohol Vendor (single event)	\$100/day	City permit required in addition to state ATC

### SECTION 6: ENFORCEMENT PENALTIES

Violation Type	Penalty	Notes
Unpermitted Special Event	\$250-\$500/day	Per day, per location
Violation of Sound Limits	\$150/violation	May result in equipment seizure
Event Overcapacity	\$250	For exceeding stated attendance limits
Damage to City Property	Full cost + \$250	Based on repair invoice
Refusal to Comply with Closure Orders	Up to \$500 + jail	As allowed under Title 10 enforcement

### SECTION 7: EXEMPTIONS & DISCOUNTS

- 100% Fee Waiver:
  - Events hosted by City of St. George
  - Events hosted by local public schools or churches on their own property
  
- 50% Discount:
  - Registered neighborhood associations
  - Legacy Events with no violations in the past 5 years