



CITY OF ST. GEORGE MUNICIPAL SERVICES

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Special Event Permit Application Form

Event Screening Questionnaire:

1. **Is your organization a registered non-profit?** Yes ☐ No ☐

If Yes:

Attach certificate of good standing from Louisiana Secretary of State's office.

Attach corporate resolution authorizing event and applicant to sign

2. **Will admission be charged (including any sort of pre-payment/registration) and/or is your event a fundraiser?** Yes ☐ No ☐

3. **Will your event require the closure of any streets or traffic control?** Yes ☐ No ☐

Attach a copy of detailed information with the site plan

4. **Will any food, arts, crafts, or cultural items be sold?** Yes ☐ No ☐

Applicant is responsible to ensure all vendors have required tax licenses

5. **Do you own the property where the event will be held?** Yes ☐ No ☐

Attach proof of ownership or lease agreement granting permission to use the property

6. **Will alcohol be given away or sold?** Yes ☐ No ☐

You will be required to submit a copy of an alcohol permit from Louisiana Office of Alcohol & Tobacco Control after local approval of your event 14 days before it starts

7. **Will your event involve any of the following?** (Select all that apply)

- ☐ Live performance(s)
- ☐ DJ and/or recorded music (*Attach copy of public performance license*)
- ☐ Loudspeakers or amplifiers

***Note:** Any construction of stages must be performed by licensed and bonded contractors
Any fireworks or pyrotechnics must be approved by the fire chief and performed by a licensed and bonded contractor.

*Permits will not be granted to applicants or their management/officers who are delinquent in any Federal, State, Local taxes or have violations of local, state or federal law

The following must be provided no later than 14 days prior to the start of the event:

Proof of insurance must be provided (\$100,000 per person, \$500,000 per accident)

Surety or cash bond (\$1,000 < 5,000 people, \$3,000 < 10,000 people, \$7,500 > 10,000 people)

Copies of contracts with any contractors.

Approval from Louisiana Department of Health.

Alcohol permit from Louisiana Department of Alcohol and Tobacco Control (if served).

Event Details:

- **Event Name:** _____
- **Event Date(s):** _____



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- **Expected Attendance:** _____
- **Event Time (Start, Duration, Close):** _____
- **Event Location:** _____
Attach site plan showing boundaries, fencing, entrances, car parking, pedestrian areas
- **Event Description:** _____

Applicant Information:

- **Business or Organization Name:** _____
- **Business Owner or Organization Officer Name:** _____
- **Fed Tax ID #** _____ **Louisiana Tax ID#** _____
- **Full Address:** _____
- **Phone Number:** _____
- **Email:** _____

Additional Requirements:

- **Security Plan:** _____
Attach approval letter from St. George Chief of Police
- **Sanitation Plan:** _____
Attach copy of contract with private contractor or approval letter from Director of Public Works approving detailed plan for site plan clean-up and restoration
- **Emergency Plan:** _____
Attach copy of contract with private contractor or approval letter from Fire Chief of detailed plan for responding to possible emergencies

Signature:

- **Applicant Signature:** _____
- **Date:** _____



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THIS DOCUMENT MAY BE SUBJECT TO A PUBLIC RECORDS REQUEST. A COPY SHALL BE PROVIDED TO THE CITY COUNCIL MEMBER IN THE DISTRICT IN WHICH IT IS HELD.