

**CITY OF ABBEVILLE
SPECIAL EVENT PERMIT APPLICATION**

MAIL TO: CITY OF ABBEVILLE – LICENSE DEPT.
101 NORTH STATE ST.
ABBEVILLE LA 70510

Please **PRINT** or **TYPE** all information on this form. You must complete an application for each business location. For assistance call 337-898-4213 or visit the office at the above address.

EVENT TITLE: _____

LOCATION OF EVENT: _____
(Attach a site location map defining physical boundaries)

DESCRIPTION OF EVENT: _____

EVENT CATEGORY:

- | | | |
|---|--|--|
| <input type="checkbox"/> Cultural Event | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Civic Event |
| <input type="checkbox"/> Historical Event | <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Business Promotion |
| <input type="checkbox"/> Festival/Fair | <input type="checkbox"/> Museum Special Event | <input type="checkbox"/> Religious Event |
| <input type="checkbox"/> Art Walk | <input type="checkbox"/> Outdoor Dance | <input type="checkbox"/> Non-Profit Event/School |

Event Beginning Date: _____	Time Event Begins: _____
Event End Date: _____	Time Event Ends: _____
Anticipated Attendance: Total _____	Per Day _____

Applicant Information:

Organization: _____

Individual In Charge of Group: _____

Mailing Address: _____

City, State, Zip Code: _____

E-mail: _____
Phone: _____ **Fax:** _____ **Cell:** _____

Type of Organization: Individual Corporation Non-Profit
 Partnership Governmental Other

Do you intend to serve Alcoholic Beverages at this event? _____

Describe Nature of Business/Items to Sell: _____

Request for Public Services: The cost to applicant shall be in addition to the fee charged for the Issuance of the Special Event Permit. A deposit for said services is \$ _____ for clean-up and \$ _____ for utilities.

Sign Here: _____ **Date:** _____

FOR OFFICE USE ONLY	
Approved _____	Denied _____ Pending _____
Paid: _____	Cash _____ Check # _____
Deposits: \$ _____	Clean-up \$ _____ Utilities _____
Issued by: _____	Date Issued: _____

INSURANCE AND HOLD HARMLESS CLAUSE:

The applicant is required to maintain a minimum of two million dollar liability insurance coverage during the entire time that the event is conducted and/or permitted. The City of Abbeville shall be listed as "Additional Insured" on the Certificate of Insurance. The special events sponsor hereby agrees to indemnify and hold harmless the City of Abbeville, Louisiana, its agents, public official, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Abbeville, Louisiana acting within the scope of their employment. Further, the event sponsor agrees to indemnify the City of Abbeville, Louisiana and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending and actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

LIABILITY WAIVER:

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated of to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Abbeville, Louisiana, its agents, public officers, officials, or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Abbeville, Louisiana acting within the scope of their employment.

AUTHORIZED SIGNATURES:

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event on public streets, property, or facilities in the historic district of the City of Abbeville. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special Event. Permit applied for and all terms and stipulations agreed to by:

Name (please print)

Signature

Signatory Title (if applicable)

Date

CERTIFICATE OF INCUMBANCY

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned notary public, being duly qualified in and for the above referred to parish and state, personally came and appeared _____, who after being sworn by me did depose and state that he/she is the president/managing member of _____, that _____ is the secretary thereof, and that the following named individuals are shareholders/members thereof.

AND NOW BEFORE ME, personally came and appeared _____, the secretary of the said _____, who after being sworn by me did depose and state that _____, is the president/managing member thereof.

THUS DONE AND SIGNED on this _____ day of _____, 20__, in the presence of the undersigned notary public and witness after a reading of the whole.

WITNESSES

PRESIDENT/MANAGING MEMBER

SECRETARY

NOTARY PUBLIC

N.P. NO: _____