REQUIREMENTS FOR SPECIAL EVENTS PERMITS

1. Apply not less than sixty (60) days prior to date of event, and return not later than Forty-five (45) days prior to the date of the event.

2. Payment of $200.00 (or fee set by Council) by cash or check will require paying in person before the approval process can begin.

3. If sponsor is a Corporation, Limited Liability Company, Partnership or other Organization, attach a Certified copy of the following:
   - Articles of Incorporation or Organization
   - Certified copy of its By-laws
   - Certificate of incumbency (fill out attached form)
   - Certificate of good standing from Secretary of State or from Internal Revenue Service if non-profit organization.

4. Contact Chief of Police to apply and pay for Event Security. Attach copy of contract between applicant & event security provider.

5. Attach Proof of Liability Insurance with City of Abbeville named as additional insured.

6. Return all information to: CITY OF ABBEVILLE, PERMIT DEPARTMENT
   101 NORTH STATE STREET
   ABBEVILLE, LA 70510
   (337)898-4213

7. Application will be brought up at City Council Meeting to be held not less than thirty (30) days prior to proposed special event.

8. If above is approved by City Council, provide copy of Insurance Policy for review and comment prior to issuance of Special Event Permit**.**