

REQUIREMENTS FOR SPECIAL EVENTS PERMITS

1. Apply not less than thirty (30) days prior to date of event.
2. If sponsor is a Corporation, Limited Liability Company, Partnership, or other Organization, attach a Certified copy of one of the following:
 - a. Articles of Incorporation or Organization
 - b. Certified copy of its By-laws
 - c. Certificate of incumbency (form is attached in packet)
 - d. Certificate of good standing from Secretary of State
 - e. If Non-profit organization, submit Internal Revenue Service Document
3. If sponsor is an individual, not attached to any type of organization in #2; the items in #2 do not apply.
4. If event is to be held downtown, event sponsor must contact Rani Lege @ 337-898-4206 to schedule key pick up for the public restrooms located downtown.
5. Applications will be brought up at City Council Meeting to be held not less than twenty-five (25) days prior to proposed date of Special Event.
6. If above is approved by City Council, sponsor will need to provide the following:
 - a. Copy of your \$2,000,000.00 per occurrence Certificate of Liability Insurance with The City of Abbeville named as holder. (101 N. State St. ABBEVILLE, LA 70510)
 - b. \$100.00 special event permit fee (Profit Organizations), \$30.00 special event fee (Non-profit organizations with proof of status only)
7. Apply for Special Events Permit by visiting <https://cityofabbeville.net/city-departments/tax-permitting/>

CITY OF ABBEVILLE
SPECIAL EVENT PERMIT APPLICATION



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 101 N STATE ST ABBEVILLE LA 70510.

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

EVENT INFORMATION

Beginning Date _____ Time Event Begins: _____

End Date _____ Time Event Ends: _____

Anticipated Attendance Per Day _____ Estimated Total Attending Event: _____

APPLICANT INFORMATION:

Organization: _____

Individual in Charge of Group: _____

Mailing Address: _____

City, State, Zip Code _____

E-mail: _____ Phone: _____

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.

Electronic Signature Agreement

I understand and agree that my application will be signed electronically when I type my name in the signature box **AND** select the check box below. I also understand that my electronic signature means that I intend to apply for this permit application and have provided the City of Abbeville with accurate information.

I understand that under penalty of perjury that I have examined all the information on this application, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

AUTHORIZED SIGNATURE: _____ Date _____

I have read and agree with the statements above.

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 pennitted. 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 hannless 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 pennitted 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 pennit is being sought, to the tenns 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. Pennit applied for and all tenns and stipulations agreed to

by:

Name (please print)

Signature

Signatory Title (if applicable)

Date

CERTIFICATE OF INCUMBENCY

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: _____

The following ordinance having been introduced at a duly convened meeting on ~~October~~ ^{November} 15, 2022, and notice of its introduction having been published in the official journal and a public hearing having been held in connection therewith on this date, was offered for final adoption by Mr. Tony Hardy and seconded by Mr. Carlton Campbell:

Ordinance #22-10
ORDINANCE 10-64 & 10-65

WHEREAS, Section 10-64 & 10-65 of the City of Abbeville Code of Ordinances establishes the special event permit and fees.

WHEREAS, the City Council does hereby determine that it is in the best interest of the City to amend this ordinance as detailed below.

BE IT ORDAINED by the City Council of the City of Abbeville (the "Governing Authority"), acting as the governing authority of the City of Abbeville, State of Louisiana, that Sec. 10-64 & 10-65 of the City of Abbeville Code of Ordinances be, and the same is hereby amended as follows:

Sec. 10-64. – Special event permit.

- (b) The sponsor of said event shall obtain an application form from the tax and permits office which shall be completed in accordance with the instructions contained therein, and shall be returned, not later than thirty (30) days prior to the proposed special event, to the said tax and permits for review by the said office and the city attorney. In addition to the attachments and certificates required by the application, if the sponsor is a corporation, limited liability company, partnership, or other organization it shall attach a certified copy of its articles of incorporation, or organization; a certified copy of its by-laws; a certificate of incumbency; as well as a certificate of good standing from the Secretary of State (if applicable) and from Internal Revenue Service if a non-profit organization.
- (e) If the application complies with this section as to form and content as determined by the tax and permits office, said application shall be placed on the agenda of a city council meeting to be held not less than twenty-five (25) days prior to the proposed special event.

Sec. 10-65. – Fees.

- (a) If the application is approved and all conditions timely met, the sponsor shall pay the tax and permits office the full sum of One Hundred Dollars and No/100 cents (\$100.00), at the time of issuance of the special event permit.

This fee shall be \$30.00 for all non-profit organizations with verifiable proof.

Sec. 10-65. – Exemptions.

- (c) Any recurring events such as the Louisiana Cattle Festival, the Giant Omelette Festival, Allume' Society, Abbeville Cajun Christmas Celebration, and the Veteran Heritage Festival, are exempted from this provision.

Effective Date. This Ordinance shall become effective upon execution by the Mayor.

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

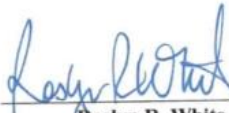
YEAS: 5

NAYS: 0

ABSENT: 0

And the ordinance was declared adopted on this 15th day of November, 2022.


Kathleen Faulk, Clerk


Roslyn R. White, Mayor