

## REQUIREMENTS FOR SPECIAL EVENTS PERMITS

1. Apply not less than thirty (30) days prior the to date of event.
2. Route approval needed for ride/walk/run by Chief of Police (337-893-2511) or Abbeville City Marshals office (337-893-1513)
3. If the 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
4. If the sponsor is an individual, not attached to any type of organization in #2; the items in #2 do not apply.
5. If the event is to be held downtown, the event sponsor must contact Rani Lege at 337-898-4206 to schedule key pick up for the public restrooms located downtown.
6. Applications will be brought up at the City Council Meeting to be held not less than twenty-five (25) days prior to the proposed date of the Special Event.
7. **If the above is approved by the City Council, the sponsor will need to do the following:**
  - a. Call Rani Lege @ 337-898-4208 to Set up meeting with Public Works/ Police Chief/Fire Chief/Mayor's Assist.**
  - b. Provide Copy of your Certificate of Liability Insurance, minimum of \$2,000,000.00 with the City of Abbeville named as the holder. (101 N. State St. Abbeville, La 70510)**
  - c. \$100.00 special event permit fee (Profit Organizations), \$30.00 special event permit fee (Non-Profit organizations with proof of status only)**
8. Apply for Special Event Permits 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:

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Name (please print)

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Signature

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Signatory Title (if applicable)

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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**

_____	_____ <b>PRESIDENT/MANAGING MEMBER</b>
_____	_____ <b>SECRETARY</b>

\_\_\_\_\_  
**NOTARY PUBLIC** \_\_\_\_\_  
**N.P. NO:** \_\_\_\_\_

The following ordinance having been introduced at a duly convened meeting on ~~October~~ <sup>November</sup> 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.**


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 15<sup>th</sup> day of November, 2022.

  
\_\_\_\_\_  
Kathleen Faulk, Clerk  
\_\_\_\_\_  
Roslyn R. White, Mayor

Sec. 10-64. - Special event permit.

- (a) Any person, corporation, limited liability company, partnership, organization, or other entity, not otherwise exempted hereby, wishing to sponsor an event utilizing the public streets, public property, or city owned facilities located within the corporate limits of this city shall be required to obtain a Special Event Permit from the Tax and Permits Office of the City of Abbeville in accordance with the following procedure.
- (b) The sponsor of said event shall obtain an application form from the tax and permit 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 corporation, limited liability company, partnership, or other organization it shall attach 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.
- (c) The sponsor shall provide and pay for event security as determined necessary and proper by the chief of police. The event security shall be selected by the applicant from a list of licensed, bonded, and insured providers as may be determined by the chief of police and approved from time to time, by the council. An executed contract between the sponsor and the event security provider shall be attached to the application.
- (d) The sponsor shall obtain general liability event insurance with an approved provider with the City of Abbeville, its officers, employees and agents as a named insured. The minimum amount of acceptable coverage shall be two million dollars (\$2,000,000.00). A valid certificate of insurance shall be attached to the application.
- (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.
- (f) The city council, after review of the application, may either authorize the issuance of the special event permit, or place appropriate conditions thereon which must be met by the sponsor prior to the issuance thereof, or if good cause is given may reject the application.
- (g) If the city council authorizes the issuance of the special event permit the sponsor shall provide the tax and permits office with a copy of its insurance policy for review and comment prior to the issuance of the permit, and the personal guarantees in favor of the City of Abbeville which have been duly executed by the officers, directors, or members of the sponsor.

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 (\$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.

(Ord. No. 09-05, 4-21-09; Ord. No. 11-02, 5-17-11; Ord. No. 12-06, 10-16-12; Ord. No. 22-10, 11-15-22)

Sec. 10-66. - Exemptions.

- (a) Any event that is sponsored, in whole or in part, by the City of Abbeville is exempted from this provision.
- (b) Any parade that is sponsored by and held in conjunction with the annual homecoming events of Abbeville High School, Harvest Times High School, or Vermilion Catholic High School is exempted from this provision.
- (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.
- (d) Children's birthday parties (for children age ten (10) and under), weddings, school events are exempt, and any other event may be exempted from this provision upon determination by the city council that it would be in the best interest of the public to conduct said event.

(Ord. No. 09-05, 4-21-09; Ord. No. 11-02, 5-17-11; Ord. No. 12-06, 10-16-12; Ord. No. 22-10, 11-15-22)

Sec. 10-67. - Penalties.

- (a) Any person who sponsors, organizes, or hosts an event without complying with the provisions of the special event permitting process shall be subject to criminal prosecution, and if found guilty shall be fined not less than two hundred fifty dollars (\$250.00) nor more than five hundred dollars (\$500.00,) and/or incarcerated for not more than sixty (60) days, or both, for a first offense; shall be fined not less than five hundred dollars (\$500.00) nor more than seven hundred fifty dollars (\$750.00) and/or incarcerated for not more than sixty (60) days, or both, for a second offense; shall be fined not less than five hundred dollars (\$500.00) nor more than one thousand dollars (\$1,000.00) and/or incarcerated for not more than sixty (60) days, or both for each subsequent offense.
- (b) For the purposes of the provisions relative to permitting a special event, any act taken by a person which facilitates a non-permitted event or encourages other persons to attend the non-permitted event shall be deemed to be a sponsor, organizer, or host of the event.