

## General Information

The DDA has the sole responsibility for creating and executing the event schedule for Downtown Lake Charles. The City of Lake Charles' Downtown Development Authority (DDA) partners/sponsors and assists with co-promotion of events within the Downtown Development District. This guide is distributed to interested parties who organize events within the District. In order to ensure coordination between the businesses, public agencies and event coordinators, the DDA requests that the information in this application be submitted for review and approval.

**Note to Applicant:** The following policies apply to all events occurring in the Downtown Development District ("DDD") with the exception of events contracted through the Lake Charles Civic Center or in conjunction with the City of Lake Charles through an existing cooperative endeavor agreement.

1. Individuals/organizations are limited to two (2) events per year unless written consent is obtained from the Downtown Development Authority.
2. (Duration) All events occurring within the DDD must take place between the hours of 8:00 a.m. and 10:00 p.m. Sunday through Thursday and 8:00 a.m. and 11:00 p.m. Friday and Saturday.
3. Street closures shall not exceed 1 hour before the event and 1 hour after the event.
4. Outdoor music and other activities with high noise levels should be located away from residential leaseholds as much as reasonably possible, and should be limited to no more than 8 hours duration.
5. The City of Lake Charles reserves the right to assess a reasonable fee if city resources are requested.

A completed event package will be required a minimum of **ninety (90) days** prior to the event and must be received two weeks prior to the DDA regular monthly meeting. The DDA meets generally the first Monday of each month.

Complete the attached application. Be sure to complete the checklist at the end of the application. Return the application and all required attachments to DDA at the address referenced above.

## SECTION I. APPLICANT INFORMATION

NAME: \_\_\_\_\_ TAX ID NO. (if 501(c)(3) \_\_\_\_\_

☐ Downtown Business      ☐ 501 (c)(3)      ☐ Other:(Describe) \_\_\_\_\_

ADDRESS:

\_\_\_\_\_

CONTACT PERSON:

\_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PROVIDE CONTACT/ALTERNATE PHONE NUMBERS THAT WILL BE ACTIVE DURING THE ENTIRE EVENT.

\_\_\_\_\_  
\_\_\_\_\_

DOES YOUR ORGANIZATION CARRY A GENERAL LIABILITY INSURANCE POLICY? Yes ☐  
No ☐

IF NOT, THE ORGANIZATION WILL BE REQUIRED TO PURCHASE A GENERAL LIABILITY POLICY BASED ON REQUIREMENTS ESTABLISHED BY THE CITY OF LAKE CHARLES RISK MANAGEMENT DEPARTMENT. AS FOLLOWS:

RATES: RATE BASIS IS PER PERFORMANCE/PER DAY/PER EVENT  
NON-SPECIFIED EVENTS AND EVENTS WITH ATTENDANCE OVER 5,000 MUST BE  
REFERRED TO COMPANY

<u>ATTENDANCE</u>	<u>CLASS I</u>	<u>CLASS II</u>
1-100	\$150.00	\$160.00
101-500	\$185.00	\$230.00
501-1,500	\$277.00	\$417.00
1,501-3,000	\$556.00	\$834.00
3,001-5,000	\$925.00	\$1,389.00

SEE NEXT PAGE

**DOWNTOWN  
DEVELOPMENT**  
A•U•T•H•O•R•I•T•Y

<u>CLASS I EVENTS</u>	<u>CLASS II EVENTS</u>
ARTS FESTIVALS AUCTIONS AUTO SHOWS CRAFT SHOWS GRADUATIONS INSTRUCTIONAL CLASSES LOCAL THEATRICAL PERF. LUNCHEONS/DINNERS MEETINGS/SEMINARS MUSICALS/PLAYS SOCIAL GATHERINGS-INDOORS SPEAKING ENGAGEMENTS/LECTURES SEMINARS WEDDINGS RECEPTIONS-INDOORS	AEROBICS/JAZZERCISE ANIMAL SHOWS—DOMESTICATED ONLY BINGO GAMES CONCERTS-NOT HIP/HOP OR RAP DANCES/PROMS EXHIBITIONS/TRADE SHOWS/CONSUMER SHOWS PARADES (UNDER 500 ATTENDANCE) PICNICS PAGEANTS RUMMAGE SALES/FLEA MARKETS SOCIAL GATHERINGS OUTDOORS SWAP MEETS WEDDING RECEPTIONS-OUTDOORS

## SECTION II. EVENT INFORMATION

EVENT NAME:

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SPECIFIC EVENT LOCATION:

BRIEF DESCRIPTION OF EVENT; THE EVENT MUST BE CIVIC IN NATURE (I.E., HAS A PUBLIC BENEFIT) INCLUDE INFORMATION SUPPORTING THE PUBLIC BENEFIT. PUBLIC EVENTS THAT ARE INTENDED TO HAVE A CONTROLLED ACCESS MUST HAVE A SPECIFIC COOPERATIVE ENDEAVOR AGREEMENT AUTHORIZED BY THE CITY COUNCIL?

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DESCRIBE AMOUNT OF AREA NEEDED SUCH AS PARKING, VENDOR LAYOUT, ETC. PROVIDE A MAP OR SKETCH OF AREA TO BE USED FOR THE EVENT. INCLUDE STAGING AREAS, VENDOR LOCATIONS AND SERVICE/SANITATION ACCESS.

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ARE YOU REQUESTING A STREET CLOSURE? Yes ☐ No ☐ **IF YES, SEE ALSO SECTION V.**

IF SO, PLEASE INDICATE:

1) BOUNDING STREETS:

2) MEANS OF PHYSICALLY SECURING BOUNDARIES (I.E., TEMPORARY FENCING, BARRICADES); EVENT ORGANIZERS MUST COMPLY WITH CITY BARRICADE POLICY SEE ATTACHMENT A:

3) PROVIDE WRITTEN CONFIRMATION FROM RESPECTIVE LAW ENFORCEMENT AGENCY WHO WILL PROVIDE SECURITY.

4) NUMBER OF OFFICERS & DUTY SCHEDULE:

DOES YOUR EVENT INCLUDE A PARADE? Yes ☐ No ☐ **IF YES, SEE ALSO SECTION V.**

IF SO, PLEASE INDICATE PROPOSED DATE/TIME/ROUTE:

DOES YOUR EVENT INCLUDE SALE OF ALCOHOL? Yes ☐ No ☐ **IF YES, SEE SECTION V.**

NO ALCHOL SALES WILL BE PERMITTED WITHIN THE CITY RIGHT OF WAY. ALL SALES MUST BE PERMITTED AND LOCATED ON PRIVATE PROPERTY.

### **SECTION III. MARKETING**

**DESCRIBE YOUR MARKETING PLAN:**

- **How will the Downtown Business community be included in your marketing plan? Describe your plan to include the businesses in your planning and promotional efforts.**

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DEMONSTRATE THAT CONTACT HAS BEEN MADE WITH AFFECTED BUSINESSES AND/OR ADJACENT RESIDENTIAL LEASEHOLDERS.

1. SEE ATTACHED SPREADSHEET (ATTACHMENT B). EVENT ORGANIZERS MUST OBTAIN SIGNATURES OF ALL BUSINESSES LOCATED WITHIN THE PERIMETERS OF THE EVENT AREA.

2. EVENT ORGANIZATIONS MUST SUPPLY SEVENTY-FIVE (75) NOTICES OF EVENT AT TIME OF APPLICATION TO DOWNTOWN PROPERTIES, 721 RYAN STREET, LAKE CHARLES, LA 70601 FOR RESIDENTIAL DISTRIBUTION. THE FLYER SHOULD STATE THE FOLLOWING INFORMATION:

- a. Name of Event
- b. Date/Time/Location of Event
- c. Contact Person
- d. Must contain the following statement:

“Send comments to Downtown Development Authority c/o P.O. Box 900, Lake Charles, LA 70602 or by e-mail to [Imarinovich@cityoflc.us](mailto:Imarinovich@cityoflc.us) prior to [insert date of DDA meeting].

### **SPONSORS/PARTNERS:**

**\*LIST ALL SPONSORS/PARTNERS FOR THE EVENT.**

SPONSOR	CONTACT NAME	PHONE NUMBER

### **ECONOMIC IMPACT:**

**PROJECTED ATTENDANCE FIGURES:** \_\_\_\_\_

**STATE REASONS WHY THIS EVENT WILL HAVE A POSITIVE IMPACT ON THE DOWNTOWN LAKE CHARLES BUSINESS ECONOMY.**

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## **SECTION IV. SECURITY, UTILITIES ACCESS & CLEAN-UP / SANITATION**

- Cleanup must be completed 1 hour after event. As to trash & debris pickup, please note:
  - Trash & debris pickup is the responsibility of the organization.
  - Trash & debris must be removed from the site 1 hour after event.
  - Trash & debris is the responsibility of the organization until it is completely removed from the site.
  - Unless a detailed plan is presented for removal of solid waste, the City may impose a fee for removal of solid waste.
- All stages must be removed from public area 1 hour after event.
- Portable toilets must be removed no later than close of first business day after event.
- Uniformed or identified security officers should be evident for the ENTIRE DURATION including 1 hour before and 1 hour after the event. Pursuant to a street closure permit uniformed or identified security officers should be located at each closed intersection.
- Utilities access MUST be coordinated through the DDA and/or any other private service providers.

## **SECTION V. OTHER CONTACTS**

### **STREET CLOSURES**

Bonnie Olmsted  
Occupational Licenses  
326 Pujo Street  
6<sup>th</sup> Floor  
Lake Charles, LA 70601  
Phone: 491-1442

### **PARADE PERMITS**

Ward 3 Marshal's Office  
800 Bilbo Street, 2<sup>nd</sup> Floor  
Lake Charles, LA 70601  
Phone: 491-304 or see [www.ward3marshal.org](http://www.ward3marshal.org)

### **SALE OF ALCOHOL**

Bonnie Olmsted  
Occupational Licenses  
Special Events Permits  
326 Pujo Street  
6<sup>th</sup> Floor  
Lake Charles, LA 70601  
Phone: 491-1442

### **FOOD VENDORS**

Office of Public Health  
3236 Kirkman Street  
Lake Charles, LA 70601  
Phone: 480-2550

**DOWNTOWN  
DEVELOPMENT**  
A • U • T • H • O • R • I • T • Y

**PARISH SALES TAXES**

David Hartman  
Office of Sales Taxes  
2439 6<sup>th</sup> Street  
Lake Charles, LA 70601  
Phone: 217-4286 Ext. 3414

**LA. DEPARTMENT OF REVENUE**

One Lakeshore Drive, 15<sup>th</sup> Floor  
Lake Charles, LA 70601  
Phone: 491-2504

**CULTURAL DISTRICT TAX INCENTIVES**

Matt Young, Executive Director  
Arts & Humanities Council of SW La.  
809 Kirby Street, Suite 202  
Lake Charles, LA 70601  
Phone: 439-2787

**SECTION VI. OTHER HELPFUL INFORMATION**

SEE ATTACHED EXHIBIT "A" BUDGET PLANNING.

**SECTION VII. CHECKLIST**

- ☐ Completed application with required signatures 90 days prior to event & 2 weeks prior to meeting of Downtown Development Authority
- ☐ Event site sketch
- ☐ Insurance Certificate
- ☐ Written confirmation of security
- ☐ Street closure/Parade permit application
- ☐ Completed Attachment B with required signatures
- ☐ Copy of flyer notice to Downtown Properties
- ☐ Sale of Alcohol/City Special Events Permit application

**SECTION VIII. REQUIRED SIGNATURES**

I have authorized the submission of this application, and the data provided is true and correct to the best of my knowledge.

\_\_\_\_\_  
(Please print name and title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

This event has been approved ☐ declined ☐ by the Downtown Development Authority.

By:

\_\_\_\_\_  
Lori Marinovich, Executive Director Downtown Development Authority

**DDA USE ONLY:** Event Approved? ☐ Yes ☐ No

- ☐ Completed application with required signatures
- ☐ Event site sketch
- ☐ Insurance Certificate
- ☐ Street closure/Parade permit
- ☐ Sale of Alcohol/City Special Events Permit

## **EXHIBIT A – BUDGET PLANNING**

The following is a sample budget outline provided to assist event coordinators in determining capacity for planning a successful event.

### **EVENT BUDGET:**

<b>EVENT OVERHEAD LINE ITEM</b>	<b>PRESENT FUNDS AVAILABLE</b>	<b>OUTSIDE FUNDS PROVIDED</b>	<b>IN-KIND SERVICES</b>	<b>TOTAL COST</b>
<b>SALARIES</b>				
<b>SUPPLIES</b>				
<b>EQUIPMENT</b>				
<b>PRINTING/PUBLICATION</b>				
<b>CONSULTING FEES</b>				
<b>TELEPHONE/POSTAGE</b>				
<b>CONTRACTUAL (ENTERTAINMENT)</b>				
<b>CONSTRUCTION (SETUP/STAGING)</b>				
<b>CONSTRUCTION (CLEANUP/REMOVAL)</b>				
<b>SECURITY</b>				
<b>MEDIA/PROMOTIONS</b>				
<b>SANITATION (PORTABLE RESTROOMS)</b>				
<b>OTHER (LIST)</b>				
<b>TOTAL COST</b>				



ATTACHMENT B TO DOWNTOWN EVENT GUIDELINES  
DOWNTOWN STAKEHOLDERS

ADDRESS	BUSINESS NAME	CONTACT NAME	PHONE NUMBER	SIGNATURE
1025 Ryan Street	Navarra's		433-3637	
106 W. Broad Street	Black Tie Cleaners	Mr. Floyd Fruge	433.6558	
108 W. Broad Street	Subway	Manager on Duty	433-6166	
110 W. Broad Street	Maryann's Café	Tony	436.9115	
1111 Ryan Street	Vamvoras & Schwartzberg		433-1621	
1150 Ryan Street	Steamatic		478-8999	
120 West Pujo Street	Chamber Foundation	Ms. Paula Ramsey	433-3632	
127 W. Broad Street	Chase Bank	Mr. Allen Singletary	433.0511	
235 Broad Street	Cumulus Media	Ms. Holly Fontenot	439-5488	
314 Broad Street	Sensational Creations	Ms. Bernadette Seaberry	310-1067	
316 Iris Street	Nobless Oblige Tea House		433-8094	
316 Pujo Street	Synergy Salon	Mr. Blane Bougeois	437-7927	
318 Pujo Street	American National Property & Casualty Ins.	Carrie	433.8618	
319 Broad Street	Stellar Beans	Dave Evans	564-5739	
321 Broad Street	Yoga Center of Lake Charles	Chelsea Boudreaux	497-0017	
322 Pujo Street	Majestic Barber and Styling Center		433-1880	
329 Broad Street	Sylvia's Bistro	Ms. Sylvia Hankin	433-8028 or 529-2783	
345 Broad Street	Blue Duck Café	Mr. Bryant Smith	721.1967	
377 Broad Street	Children's Museum	Mr. Dan Ellender	433.942	
411 Ryan Street	Sweets & Treats		437-3913	
418 Broad Street	Salvation Army	Captain David Sams	433.4155 or 721.8068	
526 Ryan Street	Lake Charles Imports Service	Ramone Caples	494-1191	
526 Ryan Street	Vics Shoe Shine	Vic	494-7929	
601 Ryan Street	Lil Rascals Child Care Center	Maxine Dion	433-8381	
607 Ryan Street	Elite Dance Line	Ms. Helen Daniels		
609 Ryan Street	Sha's Sha's Restaurant	Carlton Styron		
704 Ryan Street	Jack W. Caskey	Ms. Karole Caskey	478.4677	
706 Ryan Street	Social Denim	Ms. Juli Wilson	377.8684	
709 Ryan Street	GiGi's Downtown	Ms. Gigi Kaufman	310.511	
710 Ryan Street	AJ's bar and Grill	Mr. Jason Blum	433-4388 or 739-1994	
715 Ryan Str., Ste. 102	United Way	Ms. Denise Durel	433.1088	
715 Ryan Str., Ste. 104	SWLA Area Health Education	Mr. Greg Cart	497.0127	
715 Ryan Str., Ste. 105 B	Prevent Child Abuse LA	Ms. Sherri Hogg	494.1544	
715 Ryan Str., Ste. 105 C	Self Help Housing	Ms. Jackie Hayes	433.1476	
715 Ryan Street	Junior Achievement	Ms. Marsha Landry	433.7035	
718 Ryan Street	The Beeber Corporation	William Woodward	491-0502	
719 Ryan Street	Luna Bar & Grill	Mr. Dave Evans	494.5862	
721 Ryan Street	Downtown Properties	Ms. Stephani Gardiner	433.4353	
723 Ryan Street	Chinese King	Mr. Jack Wong	274.9168	

ATTACHMENT B TO DOWNTOWN EVENT GUIDELINES  
DOWNTOWN STAKEHOLDERS

ADDRESS	BUSINESS NAME	CONTACT NAME	PHONE NUMBER	SIGNATURE
725 Ryan Street	Salon Lindsay	Ms. Lindsay Duplechain	436.5454	
728 Ryan Street	Business First	Ms. Connie Blanchard	436-6440	
729 Ryan Street	Keith's Pawn Shop	Mr. Keith Waldmeier	439.247	
800 Ryan Str., Ste. B	Backhaus Financial Group	Ms. Terry Backaus	437.995	
800 Ryan Street	Stulb & Associates		494-1240	
825 Ryan Str., 3rd Floor	Gulf Coast Teaching	Ms. Shandra Wilson	436.6622	
844 Ryan Street	Empire of the Seed	Mr. Rick Richard	310-0400 or 244.0450	
900 Ryan Street	Charlestown Gallery	Jeanne Owens	421-1700	
901 Ryan Street	Pujo Street Café	Mr. Dan Schaad	439.2054	
921 Ryan Street	P. David Olney Attorney at Law	Mr. P. David Olney	436.1644	
921 Ryan Street	Tritico Law Office/P. David Olney		436-1644	
935 Bilbo Street	Immaculate Conception Cathedral		436-7251	
940 Ryan Street	Liles & Redd Law Office		433-8529	
Bilbo Street	Farmers Market	Carolyn Smith	439-4944	