

Parades, Festivals, & Special Event Application

(Revised July 3, 2018)

Name of Organization: _____

Address: _____

Website: _____ Facebook page: _____

Type of organization: Non Profit, For Profit, other: _____

Purpose of Event: _____

Type of Event: (circle one) *Parade* *Foot Race* *Walk*

Date of Event: ____/____/20____ Start Time: _____ AM / PM End Time: _____ AM / PM

Start time should be the time that the event enters the roadway. NOT THE REGISTRATION TIME

Starting Location: _____

Route Length: _____ See Lake Charles City Ordinance Chapter 18. ARTICLE II.

Route Description (attach separate sheet if needed): _____

Type/Number of Entrants: _____ Estimated # of Participants: _____

Will any Class 4 floats (ATV's or rec. vehicles) be used in or for the requested event? (circle one) YES / NO

If yes, how many recreational vehicles do you anticipate registering? _____

Any number greater than 100 will need approval from City Council at least 90 days prior to event.

Will any Horses be used in or for the requested event? (circle one) YES / NO

If yes, how many horses do you anticipate registering? _____

Have you obtained prior approval from City Council? YES / NO

Event Chairperson: _____ Email: _____

Home/Business Phone: _____/_____ Cell Phone: _____

Alternate Contact: _____ Email: _____

Home/Business Phone: _____/_____ Cell Phone: _____

Signature of Applicant: _____ Date: _____

APPLICATION, CERTIFICATE OF INSURANCE AND PAYMENT MUST BE SUBMITTED 90 DAYS IN ADVANCE OF EVENT.

Marshal's Approval: _____

Date: _____

Mayor's Approval: _____

Date: _____

Civic Center (if required): _____

Date: _____

Chief of Police (If required): _____

Date: _____

Return to:

Ward 3 Marshal's Office

118 W. Mill St.

Lake Charles, LA 70601

(337)491-1304 FAX-(337)491-1469

Office Use Only:

Date Rec'd: _____ Del. Method _____

Certificate of Insurance attached: YES NO

Payment attached: YES NO Check # _____

Other documents attached: _____

Estimated Cost for event:

More than \$5,000.00 will require council approval.

Parade Permit Instructions

(Revised July 3, 2018)

Requirements for securing a permit to conduct a procession, parade, or public demonstration on the public rights of way:

1. A Parade Permit Application, Certificate of Insurance, and payment for permit fee must be submitted to the Lake Charles City Marshal's Office a **minimum of ninety (90)** days in advance of the event.
2. The permit requires the approval of the Mayor and City Marshal. If the event will be on any part of the Civic Center grounds or adjacent to, approval must **FIRST** be obtained from the Civic Center.
3. Pursuant to Ordinance No. 15686, horses are only allowed in parades with a Special Permit issued by the Lake Charles City Council. You must obtain this authorization prior to submitting an application for a Parade Permit.
4. Operators of ATV's, UTV's, motorcycles or any other type of motor-driven vehicle must possess a valid driver's license. If any 3-wheeled or 4-wheeled recreational vehicles, including but not limited to ATV's, UTV's, are used in your event, the permit will first require the approval of the Chief of Police (City Ordinance Sec. 13-21.1(6)).
5. A Certificate of Insurance providing a minimum of \$100,000 liability coverage for the event must be submitted with the application form. **The City of Lake Charles, Lake Charles City Marshal's Office, and their agents must be named as certificate holders or additional insured to this liability insurance policy.**
6. A check or money order for the permit fee in the amount of **\$375 made payable to the City of Lake Charles** must be submitted with the application form. This fee is not required for events taking place solely on the Civic Center grounds or other park property.
7. In the event that inclement weather leads to the cancellation of the permitted event, permit fees or costs paid in advance toward the event may be eligible for a full refund if written notice of the cancellation is provided to the coordinating law enforcement agency at least forty-eight (48) hours in advance and/or prior to the deployment of any city services. If written notice of the cancellation is provided to the coordinated law enforcement agency at least twenty-four (24) hours in advance and/or prior to the deployment of any city services, a partial refund may be granted.
8. Events sponsored or co-sponsored by the City of Lake Charles may be exempt from the requirement in #5 and/or #6 above. Must attach letter from the Mayor's office in order to waive #5 and #6

APPLICATION, CERTIFICATE OF INSURANCE AND PAYMENT MUST BE SUBMITTED 90 DAYS IN ADVANCE OF EVENT.

Parade Permit Checklist

(Revised July 3, 2018)

To avoid unnecessary delays in approving your request, please use the checklist below to assure that you have completed and attached all necessary information and forms.

- Check or money order in the amount of \$375.00 made payable to:

City of Lake Charles
- Certificate of Insurance listing the "City of Lake Charles, City Marshal's Office and their agents" named as certificate holders or additional insured on the policy. It is mandatory that it be worded as above.
- The application is filled out completely and all information is correct.
- If the description of the route requires more room than supplied, please attach a separate sheet of paper with full description.
- Please review the ordinance if your event has ATV's, Horses, or during Mardi Gras season.
- Be sure all information is legible.
- DO NOT write in the area marked "Office Use Only".
- Hand-deliver, FAX, or mail your application to:

Ward 3 Marshal's Office
118 W. Mill St.
Lake Charles, LA 70601