

**City of Shreveport  
Special Permit Application  
Red River District**

**(1)** This application must be **COMPLETE** and forwarded to the SPAR office forty-five (45) calendar days prior to the 1<sup>st</sup> day of the event. A complete application consists of this application filled out in its entirety, Certificate of Insurance, site map, equipment, electrical and plumbing requests **\*Submission of this application does not confirm event. The Event Task Force must review & approve the event application.**

SPAR Event Services  
RE: Special Events Application (RRD)  
101 Crockett St, Suite A (The Depot)  
Shreveport, LA 71101

call: (318) 673-5100  
fax: (318) 673-5105

- (2)** After submission of this application, your event will be presented to the Red River District (RRD) Tenants for approval. Upon their approval, you will be contacted via email and/or telephone regarding the meeting of the **Special Events Task Force**. You are expected to attend the Task Force Meeting where you will present your event to all city entities impacted by your event.
- (3)** The Certificate of Liability Insurance must be sent in along with the permit application.
- (4)** All payments for Police & EMS & Fire Prevention services during the event must be paid at the end of the event day(s). **Payment must be made directly to the individual Shreveport Police Officer and the Shreveport Fire Officer in the form of cash or money order ONLY.**
- (5)** Payment for SPAR Events Staff will be billed upon completion of the event. You will receive a mailed invoice from the City of Shreveport.
- (6)** Once the event has been approved and all fees paid, **NO CHANGES** may be made in the plans you presented. You must contact Charles Hymes, Division Manager of Event Services, (318.673.5100) in writing, if any of the information given in this application changes at least **ten days prior to the first day of the event.**
- (7)** No advertisement or invitations for the event may be made without Task Force approval **and the signing of the agreement. This includes all PRINTED MEDIA, SOCIAL MEDIA (Facebook/Twitter), and RADIO SPOTS.**

**Failure to comply with the above regulations will result in immediate cancellation of the event.** Any misrepresentation in this application or deviation from the final agreed upon activities and/or method of operation described herein may result in the immediate revocation of the permit and termination of the contract and/or cancellation of the event. Call (318) 673-5100 with any questions.

**PLEASE SIGN AND DATE ON THE LINES BELOW, INDICATING THAT YOU UNDERSTAND AND WILL ABIDE BY THE ABOVE REGULATIONS. THANK YOU.**

\_\_\_\_\_   
Name

\_\_\_\_\_   
Date

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**EVENT INFORMATION**

**All RRD Events must be free and open to the public**

Requested Event Day & Dates: \_\_\_\_\_

**Location of Event:** Red River District (RRD), Under the Texas Street Bridge

Is this event a Run or a Walk?  Yes  No If YES, please include a map of Run/Walk Route.

Does this event require the closure of Commerce St.?  No or select exact closures next:

Crockett to Milam  Milam to Bridge  Pedestrian Walk only  Bridge to Travis

Type of Event: (Select ALL that apply)

Concert  Festival  Sports  Public Demonstration  Other: \_\_\_\_\_

Title of the Event: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Producing Organization (If Applicable) \_\_\_\_\_

**\*\*Must match the insurance certificate**

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Coordinator (If Different from Applicant :) \_\_\_\_\_

**Event Schedule: SPAR Event Staff Must Be On Site for Event Set Up and Event Take Down**

Single Day Event (load in, set up, breakdown, load out all in one day)

Set Up/ Load In: Start Time \_\_\_\_\_ – End Time \_\_\_\_\_

Event Time: Start Time \_\_\_\_\_ – End Time \_\_\_\_\_

Gates Open to Public for the Event at \_\_\_\_\_

Break Down/ Load Out: Start Time \_\_\_\_\_ – End Time \_\_\_\_\_

Multiple Day Event (Attach detailed schedule for all multi-day events)

Set Up: Date \_\_\_\_\_ Start Time \_\_\_\_\_ – End Time \_\_\_\_\_

Take Down: Date \_\_\_\_\_ Start Time \_\_\_\_\_ – End Time \_\_\_\_\_

**\*\*A timeline for deliveries, set-up, breakdown, equipment rentals, vendor load in/out must be submitted a minimum of 30 days prior to the first day of the event. All dates/times must be finalized 10 days prior to the first day of the event.**

Estimated Total Attendance \_\_\_\_\_ Maximum Peak Attendance \_\_\_\_\_

Past Total Attendance \_\_\_\_\_ No of Volunteers/Personnel on Site \_\_\_\_\_

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**ADVERTISING FOR EVENTS IN PUBLIC FACILITIES**

No advertisement or invitations for the event may be made without **APPROVAL** from Task Force **FIRST and the execution of the contract**. In **NO** case shall the number of tickets printed or sold **EXCEED** the maximum occupancy of the facility rented.

Please describe the type of promotion you will be using:

Television  Radio  Posters  Billboards  Flyers  Newspaper  Invitations

Website: \_\_\_\_\_  Social Media: \_\_\_\_\_

Contact name & phone number to be used for public information:

\_\_\_\_\_

All advertising that names SPAR/ City of Shreveport as a sponsor/ partner must use the City of Shreveport logo. Please contact Event Services Administration for proper logo formatting info.

**EVENT DETAILS**

**In order to eliminate any confusion, Event Organizer MUST include RRD Management on ALL email communication with RRD Tenants.**

The RRD site map is included with this Permit Application.

SPAR equipment is available in limited quantities. The set-up plans (Diagram) for the event must be submitted with the application in full and includes the following information:

Concert (no seating/ tables provided)

Chairs only

Round Tables (60in round; sit up to 8 people)

Rectangle (8 foot table; sit up to 8 people)

Stage (trailer, aluminum, or other vendor)

Requesting SPAR  Or Contractor

Requesting SPAR  Or Contractor

Requesting SPAR  Or Contractor

Requesting SPAR  Or Contractor

Will vehicles be used in the decorations or load in or load out?

Yes Describe \_\_\_\_\_

No

Contractor / Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contractor / Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contractor / Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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Will you be using tents?  Yes  No

Will the tent have sides?  Yes  No

Private Pop Up tents?  Yes  No

If yes, how many sides: \_\_\_\_\_

OR Contracted tent company?  Yes  No

Name of company \_\_\_\_\_

Will a generator be used for power, including any vendor, especially food?  Yes  No

\_\_\_\_\_ Please remember you cannot refuel during event.

\_\_\_\_\_ The generator must be off for at least 1 hour prior to refueling

\_\_\_\_\_ The generator must be safe from public as well as spare gasoline/diesel.

Electrical Hook-up: 110v and 220v available in the following configurations

Number of 110 Outlets needed: \_\_\_\_\_ Number of 220 Outlets needed: \_\_\_\_\_

Booth Exhibits: Anticipated # \_\_\_\_\_

Number of Vendors Expected: \_\_\_\_\_ Vendor Participation Fee: \_\_\_\_\_

**Please include the event's vendor registration form with this Permit Application.**

Will water hook-ups/faucets be needed? \*\*  Yes  No

\*\* Attach detailed description with electrical grid and booth layout 10 days prior for set up.

\*\* Water reclamation tanks are required in some locations at Event Organizer's expense.

DJ: \_\_\_\_\_

Live Band: \_\_\_\_\_

**No substitutions to live entertainment groups are allowed without approval of RRD Staff.  
Volume levels are determined by tenant needs.**

**LIST ALL** Other Entertainment (i.e. Carnival rides, sporting activities, bounce houses, etc.)

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

\_\_\_\_\_ All Carnival ride and Inflatables must be inspected by the Louisiana State Fire Marshal's Office.  
Organizer is responsible for requesting the inspector a minimum of 14 days prior to event admission, whether  
free charge or admission:

Current Amusement Ride Inspector: Captain Ricky Roubique 1-225-938-2360 1-800-256-5452

Any plans on indoor or outdoor fireworks or pyrotechnics, including fog?  Yes  No

Pyrotechnics company \_\_\_\_\_

Describe the pyrotechnics: \_\_\_\_\_

\_\_\_\_\_ Shreveport Fire Dept Fire Prevention office must be contacted at minimum of 30 days prior.  
State Fire Marshal office may also be required.

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Concessions or Food Vendors including Food Trucks (Please make sure each food vendor has a certificate of liability insurance)

**RRD tenants must provide food unless permission is granted to use other food options.**

Describe each vendor (to be included in the electrical site plan spreadsheet)

\_\_\_\_\_ If using generator, may not refuel during event nor while running. Generators must cool down 1 hour before refueling.

\_\_\_\_\_ Grease cooking must have k class extinguisher. Non grease cooking must have red fire extinguisher.

\_\_\_\_\_ If Food Vendors are to participate, please provide them with a copy of the attached "Grease Disposal" document to make sure they understand proper food waste handling.

\_\_\_\_\_ FOOD TRUCKS MUST NOT SERVE BEVERAGES OF ANY KIND. Beverages must be purchased from RRD tenants.

Will alcoholic beverages be sold / served / consumed?  Yes  No

**Liquor must be purchased from RRD tenants. Liquor cannot be sold in the public spaces without special permission granted from SPAR Event Services.**

Will beer trailers be used?  Yes  No      Margarita Machines  Yes  No

Liquor Permit should be requested from the **City of Shreveport – ABO** office no later than ten (10) days prior to the event. Liquor Caterer must be selected from the approved list which can be requested through the ABO office. Permission's letter can be provided by the SPAR Event Services Administration office but a COI must be provided beforehand.

**State of Louisiana Permit is required also.** A letter to the State office can be provided by SPAR Event Services Administration and is required by the State thirty (30) days prior to the event. Please refer to the Louisiana Alcohol and Tobacco Control website (<http://www.atc.rev.state.la.us/special-event.php>) to ensure what type of permit you will need for your event.

**Name on Special Event Alcohol Permit:**

Name: \_\_\_\_\_

Name of **ALCOHOL** Caterer: \_\_\_\_\_

**TRASH DETAIL:**

A trash plan is required, to include how the trash will be discarded from site, if you plan to use other cleaning services besides SPAR. This will be considered by event basis.

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**COST ASSOCIATED WITH EVENT WILL BE BILLED TO APPLICANT/ PRODUCING ORGANIZATION.**

All costs associated with your event including, but not limited to, electrician, event site maintenance and housekeeping provided by SPAR employees, insurance policy, security, EMS & Fire Prevention officer. An estimate for SPAR services will be made available before the contract is signed. **Damage to City Property will be assessed and billed accordingly.**

**Employee Overtime will be invoiced after the event.** The payment is due 30 days after the last day of the event. Payments for Police & EMS & Fire Prevention are due at the end of each event day (Cash or Local Check ONLY made payable to the individual officer).

**SAFETY PROCEDURES**

**The cost of security is the responsibility of the applicant. Applicant is responsible for submitting officers assigned or requested to the facility before the event day.**

The number and type will be determined by the Chief of Police or his designee. A labor cost will be provided by the SPD by calling (318) 673-6945 or (318) 673-6946. The requirements of having EMS (318) 673-6720 or Fire Prevention (318) 673-6740 on site will be evaluated and made on the basis of each event by the City of Shreveport Task Force Committee.

**Applicant is responsible for contacting the Shreveport Police Department and/or the Shreveport Fire Department at least two (2) weeks prior to the event.**

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**INSURANCE REQUIREMENTS:**

For the application to be approved, the applicant must submit a City-Approved Certificate of Liability Insurance naming the City of Shreveport as the additional insured. The Certificate must have the City of Shreveport as the certificate holder. **The Insured must match the Producing Organization or Applicant's Name and information.** The Certificate of insurance must be submitted with this permit application. The time limit on the policy must include set-up and take-down times, as well as the time of the event. The beginning of the set-up is to include deliveries prior to the event date, such as tents, flowers, decorations, portable toilets, etc. User's insurance is to be written by companies licensed to do business in the State of Louisiana at the time the policies are issued and will be written by companies with A.M. Best ratings of B+VII or better otherwise acceptable to the City. **All insurance policies must have a thirty (30) day Notice of Cancellation Endorsement, Waiver of Subrogation, and City of Shreveport as the Additional Insured.**

The Applicant will, at his/her own expense, provide and maintain certain insurance in full force and effect at all times during the term of the agreement. Such insurance, at a minimum, must include the following coverage's and limits of liability.

- a) **Commercial General Liability Insurance (CGL)** in the amount not less than amount of \$1,000,000 (One Million) per occurrence and \$2,000,000 (Two Million) general aggregate. This policy should be endorsed to name the City and the property owner as additional insured. This policy will contain the following endorsements in favor of the Owner:
  - a. **Waiver of Subrogation Endorsement**
  - b. **Thirty (30) day notice of Cancellation Endorsement**
  - c. **Additional Insured Endorsement Naming City of Shreveport**
- b) The CGL policy must be endorsed to remove the liquor liability exclusion contained in the policy if the contractor intends to allow the sale, serving, or consumption of alcoholic beverages at the event. **Host Liquor Liability is required if not already in the policy.**
- c) Insurance types, limits, & prices are subject to change, depending on the type of event.
- d) **Worker's Compensation Insurance** as required by laws of the State of Louisiana and Employer's Liability Insurance in a minimum amount of \$1,000,000 (one million). This policy will contain the following endorsements in favor of the Owner:
  - a. **Waiver of Subrogation Endorsement**
  - b. **Thirty (30) day notice of Cancellation Endorsement**
  - c. **Additional Insured Endorsement Naming City of Shreveport**
- e) **Business Automobile Liability Coverage** will protect against all claims for bodily injury or property damage, covering all owned, non-owned, and hired vehicles used in connection with the work including loading and unloading with minimum limits of \$100,000 (One Hundred Thousand) per person and \$500,000 (Five Hundred Thousand) per accident. This policy will contain the following endorsements in favor of the Owner:
  - a. **Waiver of Subrogation Endorsement**
  - b. **Thirty (30) day notice of Cancellation Endorsement**
  - c. **Additional Insured Endorsement Naming City of Shreveport**
- f) **NO SUBSTITUTIONS OR CHANGES TO INSURANCE REQUIREMENTS WILL BE ALLOWED UNLESS APPROVED BY THE CITY OF SHREVEPORT, RISK MANAGER.**  
**Current Risk Manager: Richard Hunter, (318) 673-5540.**

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**HOLD HARMLESS CLAUSE**

Applicants (Organizations/Applicant) will indemnify, defend and hold harmless the City of Shreveport, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney's fees, arising out of the permitted activity or conduct of permittee's operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death or injury to or destruction of property, including the loss of uses there from and (2) is not caused by any negligent act or omission of willful misconduct of the City of Shreveport or its employees acting within the scope of their employment.

The City of Shreveport shall not be liable for Applicants' inability to hold the permitted activity for any reason including, but not limited to, catastrophe, act of war, civil disturbance, global pandemic, public health emergency, act of God or similar contingency beyond the reasonable control of the City of Shreveport. Applicants shall take all such measures as may be necessary to develop contingency plans to mitigate any disruption for such permitted activity. Applicants will indemnify, defend and hold harmless the City of Shreveport, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney's fees, arising out of the Applicants' inability to hold the permitted activity.

**APPLICANT STATEMENT**

I, the undersigned, do attest that the information provided is true and correct to the best of my knowledge. If any part of this application IS NOT TRUE, then the application WILL BE REJECTED and/or the contract WILL BE VOIDED. I understand that it is my responsibility to ensure compliance with the following:

- a) The observance of all applicable laws and ordinances;
- b) Any stipulations or restrictions of the permit;
- c) The applicant will assume any and all liabilities that may arise by the permitted activity as noted in the above Hold Harmless Clause; and
- d) Applicant will notify the Division Manager of Event Services, (Charles Hymes) or designee, in writing if any of the information given in this application changes **ten (10) days prior to the first day of the event.**

\_\_\_\_\_  
Signature of Person Requesting Permit

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**FOR OFFICE USE ONLY: EVENT INFORMATION**

Requested Event Day & Dates: \_\_\_\_\_

Title of the Event: \_\_\_\_\_

<b>EVENT TASK FORCE COMMITTEE</b>	<b>DATE</b>	<b>APPROVED BY:</b>
Traffic Engineering		
Sportran		
Shreveport Police		
Shreveport Fire Prevention		
Shreveport Fire/EMS		
Risk Management		
Red River District Event Coordinator		
Division Manager of Event Services		

**FOR OFFICE USE ONLY:**

Estimated Personnel: \$ \_\_\_\_\_

501(c)3; must have documentation  
(Invoiced Post-Event)

Total Estimated Cost = \$ \_\_\_\_\_

Total Cost = \$ \_\_\_\_\_

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**MEETING / EVENT PLANNING CHECKLIST  
RETURN TO THE DEPOT AFTER COMPLETION**

**ALL OF THE REQUIRMENTS BELOW MUST BE MET, CHECKED OFF, AND THIS LIST  
RETURNED TO SPAR EVENTS OFFICE PRIOR TO THE EVENT.**

- Provide Insurance Certificate to the Depot Office (see insurance requirements).
- Attend the Events Task Force meeting where you will present your application.
- Obtain Special Event Liquor Permit from the City of Shreveport and the State of Louisiana.
- Security will be present prior to event commencement and remain until event is secured after event. Contact Sgt. Williams (318.673.6945) (318.673.6946) to schedule SPD officers. If alcohol is being consumed, you must use at least two SPD officers. If approved, Sentinel Security officers may be used to secure the event. Contact Sentinel (318.227.9175) to schedule officers.
- Make arrangements for event set up delivery and tear down pick up, and contact RRD Event Coordinator (318.673.5100) to advise Coordinator of the arrangements.
- If you are using vendors, please contact the following offices to see if sales taxes apply to your event: Caddo/Shreveport Sales and Use Tax Commission - Jim McCarty (318.865.3312, Ext 111) and Louisiana Department of Revenue and Taxation - Diane Johnson (318.676.7516).
- If you are using food vendors, provide them with a copy of the attached "Grease Disposal" document.
- Please include Event Coordinator ([Charles.Hymes@shreveportla.gov](mailto:Charles.Hymes@shreveportla.gov)) on general email correspondence with RRD tenants.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date