**DEPOT SQUARE, PARADE OR PAVILION RENTAL APPLICATION**

*Application for Parade/Event must be completed no less than 3 months before event AND approved by the City Council\* (depending on event) and any changes MUST be re-approved before event*

*\*\*City Council Meeting occurs on the 2nd Monday of each month\*\* (Deadline to be on Agenda is two Friday’s prior to meeting.)*

Date of this Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved or Denied

1. Name of Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Name of Individual or Rep of Organization Applying:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Applicant’s Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address City State Zip

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

Phone # Date of Birth Organization’s Tax ID # Driver’s License # State of DL

1. Type of Event: (circle one) *Parade Event Both Parade/Event Concert Trade Show Other*

If other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If Parade: Start Time & Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time & Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Venue of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Will Alcohol be sold? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BYOB Allowed \_\_\_\_ Yes \_\_\_\_ No
3. Hours of event including setup / tear down:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Expected number of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Will there be a DJ or Music? \_\_\_\_\_ Yes \_\_\_\_\_ No Loud Noise Permit Needed? \_\_\_\_ Yes \_\_\_\_ No
6. Will there by Vendors / Peddlers of any kind? \_\_\_\_ Yes \_\_\_\_\_ No

Vendors/ Peddlers must provide proper License/permits obtained at City Hall.

1. Events cover charge or free? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If cover, how much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is insurance required? \_\_\_\_ Yes \_\_\_\_ No

\*Applicant shall provide a certificate of insurance and proof of liability insurance in the amount of $1 million with the City of Rayne, as an “additional insured,” fourteen (14) days prior to the event specified herein, UNLESS the event is sponsored or co-sponsored by the City of Rayne.\*

1. Will overnight security be needed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Any roads/streets need to be blocked? \_\_\_\_ Yes \_\_\_\_ No;

If yes, which ones and how long? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\*\* Attach a copy of detailed map of route and highlight water/nutrition stop if there is one\*\*\*

\*\* Applicant MUST secure own Port-O-Lets, Stage, Table and Chairs\*\*

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

Mayor/ Mayor Pro Temp/ City Clerk Signature Applicant’s Signature

**To be completed by City of Rayne Public Works Dept.:**

Number of barricades needed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Trash Barrels needed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dumpsters needed at event? How many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How many Port-O-Lets needed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will lights and power fans be needed at Pavilion/Depot? \_\_\_\_\_\_\_\_\_\_\_ Stage, Table and Chairs are **not** provided, applicant must secure their own.

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

 City of Rayne Public Works (Superintendent)

**To be completed by RPD Chief/Captain:**

\_\_\_\_\_\_ # of Full Time Officers Needed \_\_\_\_\_\_\_ Command Post Needed SECURITY OFFICER NAMES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ # of Reserves Needed \_\_\_\_\_\_\_ Trustees available for clean-up? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_# of hours @ $20/hour \_\_\_\_\_\_\_ Proper licenses / permits? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_# of hours @$30/ hour (holiday rate) \_\_\_\_\_\_\_Total Amount due to cover event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Chief of Police, Rayne, LA

Revision 2/14/2017 ARC