



Greg Champagne  
Sheriff and  
Ex-Officio Tax Collector

**St. Charles Parish Sheriff's Office**  
Executive Department  
260 Judge Edward Dufresne Parkway • Luling, Louisiana 70070  
Voice (985) 783-6237 • Fax (985) 783-1008

## **SPECIAL EVENT APPLICATION**

1.) Type of Event: \_\_\_\_\_

2.) Fee: ( ) \$100.00 ( ) Exempt for Charitable or Non-Profit

3.) Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Email: \_\_\_\_\_

Please provide the following information on prior events hosted with contact information (see Parish Ordinance- Article II Special Events):  
\_\_\_\_\_  
\_\_\_\_\_

4.) Head of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Email: \_\_\_\_\_

5.) Alternate Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Email: \_\_\_\_\_

6.) Date of Event: \_\_\_\_\_ Hours: \_\_\_\_\_

7.) Person in Charge: \_\_\_\_\_

8.) Location & Boundaries of Event:  
\_\_\_\_\_  
\_\_\_\_\_

9.) Will there be any road closures? \_\_\_\_\_ If so, please describe:  
\_\_\_\_\_  
\_\_\_\_\_

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10.) Nature/Purpose of Event: \_\_\_\_\_

11.) Number of Vehicles: \_\_\_\_\_ Number of Booths: \_\_\_\_\_

12.) Estimated Number of Participants in the Event:

Vendors: \_\_\_\_\_ Attendees: \_\_\_\_\_

13.) Will any food be sold? YES ( ) NO ( )

14.) Will alcoholic beverages be sold (Yes / No), served (Yes / No), or consumed (Yes / No) on the premises where the event is to be held?

15.) Does the organization have a permit to serve alcoholic beverages?

YES ( ) NO ( )

**A COPY OF THE PERMIT MUST BE SUBMITTED**

16.) Will sound equipment be used? (Yes / No) If so, please describe:

\_\_\_\_\_

17.) Number of detail deputies/monitors for event: \_\_\_\_\_

18.) Parking arrangements for event (including map/diagram): \_\_\_\_\_

\_\_\_\_\_

19.) Does your organization have comprehensive general liability insurance?

YES ( ) NO ( )

**A COPY OF THE POLICY OR CERTIFICATE  
OF INSURANCE MUST BE SUBMITTED.**

20.) Miscellaneous information needed by Sheriff's Office:

\_\_\_\_\_

21.) Applicant must advertise event at least 30 days prior to the event in official journal which at present is the Herald Guide.

**A COPY OF ADVERTISEMENT MUST BE SUBMITTED.**

**PLEASE INITIAL TO ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND EACH ITEM BELOW:**

**(\_\_\_\_)I, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read and understand the rules and regulations governing the proposed activity; that**

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this application is made subject to the rules and regulations established by the St. Charles Parish Council.

A minimum notification of twenty-four (24) hours is required for cancellations of details. Failure to notify the Detail Coordinator of cancellation will result in full invoice being due. When the event exceeds the end time listed above additional payment is due. The Detail Coordinator will contact the requestor for additional moneys owed. Additional moneys owed must be paid within seventy-two (72) hours.

**IF EVENT IS CANCELLED OR DISBANDED FOR ANY REASON ON THE DAY OF THE EVENT, ALL MONEY IS DUE IN FULL AND NON-REFUNDABLE.**

ADDITIONALLY, IF ANY EVENT IS RESCHEDULED BY THE APPLICANT FOR ANY REASON, THEN THE SHERIFF MAY REQUIRE THE APPLICANT TO SUBMIT A NEW APPLICATION AND ADVERTISE THE EVENT IN OFFICIAL JOURNAL OF THE PARISH WITH ADEQUATE TIME FOR ANY CITIZEN TO COMMENT BY COMMUNICATION IN WRITING TO THE SHERIFF'S OFFICE

THE ST. CHARLES PARISH SHERIFF'S OFFICE RETAINS THE RIGHT TO DENY ANY APPLICATION THAT MAY CREATE AN ADVERSE IMPACT ON THE PARISH DUE TO SECURITY, TRAFFIC, OR PARKING CONCERNS.

PLEASE SEE ST. CHARLES PARISH ORDINANCE (ARTICLE II. SPECIAL EVENTS) TO ENSURE YOU ARE IN COMPLIANCE.

EXCLUSIVE JURISDICTION AND VENUE

For all claims arising out of or related to this permitting process and proposed event, Applicant hereby consents and yields to the exclusive jurisdiction and venue of the Twenty-Ninth Judicial District Court for the Parish of St. Charles, State of Louisiana, and expressly waives any (a) pleas of jurisdiction based upon Organization or Applicant's residence and (b) right of removal to Federal Court based upon diversity of citizenship.

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Date

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SIGNATURE OF APPLICANT

**APPLICATION APPROVED:**

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**Sheriff's Office Signature**

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Date

**\*\* APPLICATION IS TO BE SUBMITTED AT LEAST 60 DAYS PRIOR TO THE EVENT FOR EVENTS HAVING 300 OR MORE ATTENDEES. APPLICATION IS TO BE SUBMITTED AT LEAST 45 DAYS PRIOR TO EVENT FOR EVENTS HAVING LESS THAN 300 ATTENDEES.\*\***

Please remit to: **ATTENTION: Cheryl Villere  
Chief Joe Ganote  
ST. CHARLES PARISH SHERIFF'S OFFICE  
260 Judge Edward Dufresne Parkway  
Luling, Louisiana 70070**