

**CLAIBORNE PARISH SPECIAL EVENT  
PERMIT APPLICATION**

**Return to:  
Claiborne Parish Police Jury  
507 W. Main St.  
Homer, LA 71040**

**All permit applications must be approved at a regularly scheduled meeting of the Claiborne Parish Police Jury. As such, any permit application shall be fully completed and submitted to the Claiborne Parish Police Jury at least forty-five (45) days prior to the planned event or the application will not be considered for approval.**

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Applicant Name (*i.e.* Event Host): \_\_\_\_\_ Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Group Name: \_\_\_\_\_

- A copy of the applicant's driver's license is required.
- If organization is a registered business, please provide a copy of Organizational Papers from the Secretary of State. **If the organization is a non-profit, please provide a current non-profit status from the Louisiana Secretary of State's office.**
- R-1048 form if available (to be sent to Sales Tax office)
- Please include IRS Certificate stating tax exempt status **if applicable.**

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

City, State, Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

**\*Note: The applicant, Landowner, or Responsible Party cannot be a Registered Sex Offender or have a Felony conviction. This will be verified by the Claiborne Parish Sheriff's Office.**

**The named Applicant and/or Organization herein above certifies that he/she or it has read the Claiborne Parish Special Permit Ordinance and hereby agrees**

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**EVENT INFORMATION**

Event Location Address: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Is the address private or public property?  Private  Public

Event Location:  Indoor  Outdoor  Both

Type of Event: (Check all that apply)

Car Show  Festival

Trail Ride  Fundraiser

Concert  Birthday Party

ATV/UTV  Exhibition

Other: \_\_\_\_\_

Day 1: Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Day 2: Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Day 3: Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Projected number of persons (please include participants, workers, performers, and security) attending event: \_\_\_\_\_. If the event exceeds the number of persons entered in this space, the event will not be considered permitted and shall subject the host, land owner, or other responsible party to criminal and civil liability pursuant to the Parish Ordinance.

Please describe in detail the activities planned. (Attach separate Sheet if necessary)

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

Will you be charging? (Check all that apply)  General Admission  Registration  Ticket Fee

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## EVENT LOCATION

All applicants must provide a layout of the property to include:

- The size of the property.
- A traffic flow plan to include points of ingress/egress
- Location and size of parking spaces.
- A layout for staging, restrooms, hand washing station locations, trash collection, etc.
- If the event is a trail ride, provide a layout of any and all trails which will be utilized.
- Signed copy of lease, contract, or written permission from property owner.

**If the event will be held on private property, this portion must be signed by the owner of the private property where the Special Event is scheduled to be held.**

**I hereby grant the applicant and any affiliated organization permission to use my property in connection with the Special Event described herein. I am aware of the Claiborne Parish Special Event Ordinance and agree to comply with the requirements contained therein. I understand that failure to comply with these requirements will subject me to criminal prosecution and/or civil liability. Further, I agree to indemnify and hold harmless, the Claiborne Parish Police Jury as well as the Claiborne Parish Sheriff's Office, including their personnel, insurers, members, deputies, reserves, and other affiliated parties or entities from any and all liability, claims, damages, demands, suits, expenses (including reasonable legal or attorney fees) and/or injuries which may occur as a result of the above-described event.**

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**Property Owner Signature**

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**Date**

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## ALCOHOL

Will alcoholic beverages be permitted?  Yes  No

If yes, will alcoholic beverages be sold at the event?  Yes  No

If alcoholic beverages will be sold at the event, you must provide the licensing information under which distribution will be permitted.

If alcoholic beverages will be permitted but not sold at the event, you must provide a copy of event insurance which permits alcoholic beverages at the event as well as a copy of the license of the security company listed herein which permits the security company to operate at an event in which alcoholic beverages will be permitted.

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**VENDORS**

Will the event have Vendors on-site?  Yes       No

If yes, provide the Vendor's name, telephone number, and license number below. Additionally, you must attach a copy of the vendor's certificate of insurance to this application.

Vendor Name/Phone Number

Vendor's License Number

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**SECURITY**

Security provided by: \_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Address)

Security Company's License # \_\_\_\_\_

Security Company's Insurer: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Proposed Number of Security Guards to be provided at event: \_\_\_\_\_

**NOTE: If the Security Company named herein is not licensed and insured, this application will not be considered. Further, if the Claiborne Parish Sheriff's Office requires more security guards than are proposed herein, the applicant must provide the number of security guards required by the Claiborne Parish Sheriff's Office; otherwise, the event shall be considered an unpermitted event, and the host, land owner, and/or responsible party will be subject to criminal prosecution and civil liability.**

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**CERTIFICATION, HOLD HARMLESS, AND INDEMNITY AGREEMENT**

**I, the undersigned applicant, hereby certify that the information contained in this application is true and correct to the best of my knowledge, information, and belief; that I have reviewed the Claiborne Parish Special Event Ordinance; that I agree to comply with the requirements contained in said Claiborne Parish Special Event Ordinance; that I have attached a bank certified check or money order for the application fee as required by the Claiborne Parish Special Event Ordinance; and I understand that failure to comply with the requirements contained in the Claiborne Parish Special Event Ordinance will subject me to criminal prosecution and/or civil liability. Further, I agree to indemnify and hold harmless, the Claiborne Parish Police Jury and the Claiborne Parish Sheriff's Office, including their personnel, insurers, members, deputies, reserves, and other affiliated parties or entities from any and all liability, claims, damages, demands, suits, expenses (including reasonable legal or attorney fees) and/or injuries which may occur as a result of the above-described event. I agree to be responsible for any and all activities occurring at this event.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**





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**CLAIBORNE PARISH POLICE JURY REVIEW**

**This application was placed on the agenda at an open meeting of the Claiborne Parish Police Jury where it was considered, discussed, and presented for a vote.**

**Date of Meeting:** \_\_\_\_\_

**Vote:** \_\_\_\_\_ **Yes**          \_\_\_\_\_ **No**          \_\_\_\_\_ **Abstain**

**I hereby certify that the application was:**           **Approved**           **Denied**

**By:** \_\_\_\_\_  
**SECRETARY OF THE CLAIBORNE PARISH POLICE JURY**

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