



Greg Champagne  
Sheriff and  
Ex-Officio Tax Collector

# St. Charles Parish Sheriff's Office

Executive Department

260 Judge Edward Dufresne Parkway • Luling, LA 70070

Voice (985) 783-6237 • Fax (985) 783-1008

## PARADE – 5K – BICYCLE – FUNRUN APPLICATION

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1.) APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: (\_\_\_\_) \_\_\_\_\_

2.) PERSON REQUESTING PERMISSION TO CONDUCT  
PARADE/5K/FunRun:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

3.) ORGANIZATION PARADE/5K/FunRun IS PROPOSED FOR:

\_\_\_\_\_

ADDRESS OF HEADQUARTERS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

NAME OF ORGANIZATION'S REPRESENTATIVE OR HEAD:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

4.) CHAIRMAN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

- 5.) DATE OF PARADE/5K/FunRun: \_\_\_\_\_
- 6.) ROUTE OF PARADE/5K/FunRun: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7.) Will there be any road closures? If so, please describe. **PLEASE PROVIDE A MAP OF PARADE ROUTE WITH ROAD CLOSURES.**  
\_\_\_\_\_  
\_\_\_\_\_
- 8.) APPROXIMATE NUMBER OF PARTICIPATING:  
PERSONS \_\_\_\_\_ ANIMALS: \_\_\_\_\_ VEHICLES \_\_\_\_\_  
TYPE OF ANIMALS (IF ANY): \_\_\_\_\_  
DESCRIPTION OF VEHICLES: \_\_\_\_\_  
\_\_\_\_\_
- 9.) HOURS OF PARADE/5K/FunRun: \_\_\_\_\_
- 10.) WILL THE PARADE/5K/FunRun OCCUPY **ALL OR ONLY** A PORTION OF THE WIDTH OF THE STREETS OR OTHER PUBLIC WAYS PROPOSED TO BE TRAVERSED?  
\_\_\_\_\_
- 11.) LOCATION (BY STREETS) OF ASSEMBLY AREA FOR PARADE/5K/FunRun:  
\_\_\_\_\_  
\_\_\_\_\_
- 12.) TIME UNITS WILL BEGIN TO ASSEMBLE FOR PARADE/5K/FunRun:  
\_\_\_\_\_

13.) INTERVAL OF SPACE **(IN FEET)** TO BE MAINTAINED BETWEEN PARADE UNITS: \_\_\_\_\_

14.) HAS THE PERSON PROPOSING TO HOLD THE PARADE/5K/FunRun **(IF OTHER THAN THE APPLICANT)** FILED WITH THE SHERIFF'S OFFICE A COMMUNICATION IN WRITING AUTHORIZING THE APPLICANT TO APPLY FOR THE PERMIT ON HIS BEHALF?

YES \_\_\_\_\_ NO \_\_\_\_\_

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**A minimum notification of twenty-four (24) hour is required for cancellations of details. Failure to notify the Detail Coordinator or Commander of Strategic Operations 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.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATION APPROVED: \_\_\_\_\_  
SIGNATURE DATE

APPLICATION REJECTED: \_\_\_\_\_  
SIGNATURE DATE

cc: St. Charles Parish Council  
St. Charles Parish President  
District Fire Chief  
Director of Public Works  
St. Charles Hospital Emergency Medical Services  
Environmental Health Systems

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**Please return to:                    ATTENTION: Cheryl Villere  
   Chief Joe Ganote  
   St. Charles Parish Sheriff's Office  
   260 Judge Edward Dufresne Parkway  
   Luling, LA 70070**