



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 () Exempt for Charitable or Non-Profit

3.) Name of Organization: _____

Address: _____ Phone: _____

City State ZIP

4.) Head of Organization: _____

Address: _____ Phone: _____

City State ZIP

5.) Alternate Contact Person: _____

Address: _____ Phone: _____

City State ZIP

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: _____

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

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

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 ()

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

18.) Parking arrangements for event: _____

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 Department:

21.) Applicant must advertise event in official journal which at present is the Herald Guide.

A COPY OF ADVERTISEMENT MUST BE SUBMITTED.

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

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.

DATE: _____
SIGNATURE OF APPLICANT _____

APPLICATION APPROVED: _____
Signature

DATE: _____
Date

**** APPLICATION IS TO BE SUBMITTED 30 DAYS PRIOR TO EVENT ****

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