



Date _____
Tracking Number _____

PARK & REC CENTER BOOKING REQUEST

SUPPLEMENT D

THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE MASTER SPECIAL EVENT APPLICATION

Park or Rec Center Requested:

Parks and Parkways Properties

NORDC Properties

If the desired place is not listed, write its name and location here:

Other _____

Describe the area of the park you would like to rent: _____

- Louis Armstrong Plaza, Congo Square
- Lafayette Square
- Washington Square
- Jackson Square (no food allowed)
- Brechtel Park

- Pontchartrain Park
- Joe Brown Park
- Behrman Park
- Cut Off Center
- Lyons Center
- Harrell Stadium
- Joe Brown Center
- Behrman Center
- St. Bernard Center
- Treme Center

CONTACT INFORMATION SAME AS MASTER APPLICATION

Applicant Name _____ Organization _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell _____ Email _____

EVENT INFORMATION SAME AS MASTER APPLICATION

Date of Event _____ Alternate Date _____ Anticipated Attendance _____

Description of Event: (please provide as much detail as possible)

Schedule	From	To	Number of hours
Set Up Time/Load In	AM PM	AM PM	
Time of Event	AM PM	AM PM	
Take Down/Load Out	AM PM	AM PM	
TOTAL HOURS REQUIRED	AM PM	AM PM	

- Is the event open to the public? Yes No Will admittance fees be charged? Yes No
- Will refreshments be served? Yes No Will alcoholic beverages be sold? Yes No
- Will refreshments be sold? Yes No

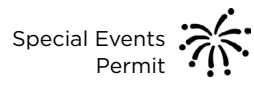
Cooking is NOT ALLOWED on Parks and Parkways property - only prepared foods may be served. No food or drink is allowed at Jackson Square events. Grilling is ALLOWED on NORDC park property; frying and boiling is NOT ALLOWED.

Will your event produce trash/debris (plastic bottles, disposable cups, utensils, etc.)? Yes No

Name of Clean-up Company _____ **Attach a copy of the contract.**

Contact Name _____ Contact Phone Number _____

If you do not have a contract a with a clean-up or dumpster provider, please describe the nature of the trash to be produced by your event or work as well as your plans for clean-up.



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**Please indicate if you are using any of the following - NORDC will follow up about chairs and tables at Rec Centers.
All other items are the responsibility of the applicant.**

Item	Number	Item (ITEMS IN THIS COLUMN ARE NOT ALLOWED IN JACKSON SQUARE)	Number
Chairs		Electrical hook-ups	
Tables		Portable Toilets	
Risers		Parking	
Other		Booths	
NOTE: JACKSON SQUARE ONLY ALLOWS THE USE OF CHAIRS FOR WEDDINGS WATER SLIDES, DUNKING BOOTHS AND OTHER WATER ACTIVITIES ARE NOT ALLOWED ON CITY PROPERTY		Stages (Please provide number and sizes)	
		Tents	
		Athletic Equipment	

YOU SHOULD SUBMIT THIS FORM AT LEAST **TWO WEEKS** IN ADVANCE OF REQUESTED DATE(S). THE CITY MAKES NO GUARANTEES THAT THE REQUESTED PARK OR REC CENTER WILL BE AVAILABLE ON THE DATES REQUESTED AND SUBMITTING THIS APPLICATION ACTS AS A REQUEST, NOT A GUARANTEE. Events taking place on NORDC properties require insurance in the amount of \$1M - liability and \$2M - aggregate.

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes.

Applicant Signature _____ Date _____