

BAYOU PLAQUEMINE WATERFRONT PARK
57845 Foundry Street – Plaquemine, LA 7074-2403
226-687-3116 – fax 225-685-1194 – website: www.plaquemine.org
SPECIAL EVENT RULES & REGULATIONS

EVENT COORDINATOR RESPONSIBILITY:

- Obtain Bayou Plaquemine Waterfront Park Special Event Permit Application to be completed at least sixty (60) days prior to event date – return to Plaquemine Main Street Program Office or Plaquemine City Clerk's Office – Plaquemine City Hall, 23640 Railroad Avenue or Mail to: P.O. Box 675, Plaquemine, LA 70765-0675 – No Permit Application fee is required
- Special Event Certificate of Insurance may be required; to be submitted with application, along with IRS status and/or Louisiana Secretary of State Corporation registration.
- For City-sponsored events, Special Event Certificate of Insurance for booth vendors may not be required*
- For City-sponsored events, Vendor Booth Permit Fee is required for merchandise and food sales and certain activities requiring payment; Vendor Booth Permit Fee not required for vendors having only displays or providing informational literature*
- Must receive approval for any advertisement to be placed in and around Park grounds:
 - a) Banners, signage and appropriate decorations can be posted on wrought iron fences, but cannot use metal wraps, tape, nails, clips or items that would mar, cut, bend, or scratch the painted surfaces – due care must be taken upon signage/decoration removal
 - b) Event signage can be placed in and around Park site forty-eight (48) hours before scheduled event
 - c) Event signage must be removed immediately upon the conclusion of Special Event
 - d) One (1) event sign can be installed on La. Hwy One on the black banner post one week before event – removal immediately after Special Event
 - e) One (1) 30"x 60" banner can be placed on the white brick overlook pavilion as hooks are already installed there
 - f) Yard card signs can be used at the Park during the Special Event
 - g) Special Event yard card signs cannot be placed on city's right-of-ways or median road areas without prior approval
 - h) Banners, signage and decorations can be posted on the wooden boardwalk and wooden pavilion areas, but cannot use metal wraps, tape, nails, clips or items that would mar, cut, bend or deface the wooden surfaces or railings - due care must be taken upon signage/decoration removal
 - i) No spray paint or painting or coloring of any surface is allowed within the Park without prior approval
 - j) Upon request, American, State and City flags may be available to use during your Special Event – flag holders are already in place on the wooden boardwalk
 - k) Upon request, some Special Event yard card signs are available to use during your Special Event through the Main Street Program
 - l) Upon request, section(s) of the Park for certain Special Events may be closed
 - m) Wrought iron Park entrance gates are to be open at all times, unless pre-approved for traffic flow and direction
 - n) City of Plaquemine is neither responsible nor liable for the loss, theft or defacing of any and all banners, signage or Special Event decorations
- Must pay for any additional port-o-lets that may be required for the event
- Must receive prior approval for any event that will include fireworks or any other required special licenses or permits
- Only approved motorized vehicles will be used on Park grounds to aide or assist event equipment
- Set-up for event may begin the day before the planned event, upon request
- Contact Plaquemine Main Street Program office to check the availability of the Park in advance of Permit Application submission; Request a walk-through appointment with Main Street Manager to review park rules and site regulations
- Park may provide an assigned worker for clean-up during certain Special Events; however, the event organizer is responsible for all event clean-up and debris removal
- Tables and chairs are not available for rent from the City of Plaquemine; Park does not provide a Public Address System
- Electrical 110V, 20 amp outlets are available, upon request; Power locations are limited; Extension cords must be UL approved, listed for outdoor use. Park does not provide potable water.
- Required to give advance notification to the Plaquemine Police and Fire Departments regarding your Special Event
- Required to contact Plaquemine Locks State Historic Site (225-687-7158) if you intend to use any or a part of their grounds for your Special Event
- Required to contact St. John Catholic Church regarding use of the Church parking lot for additional parking. As a courtesy, all event vehicles must be cleared one (1) hour before Mass services. Amplified sound or public address or music must be silenced during church services.
- Contact info:** ♦ City Police – 225 687 9273 ♦ City Fire Dept – 225 687 7335 ♦ St. John Catholic Church – 225 687 2402 -- ♦ Coca-Cola Banner- 225 297-7316
♦ Plaquemine Lock State Historic Site – 225 687 7158 -- ♦ Iberville Parish Tourism Welcome Center – 225 687 2642

Terms and Conditions:

Event Coordinator, booth vendors and their employees/assistants, sponsors and associated organizations agrees to hold the City of Plaquemine harmless for any cost and expenses of any type or kind, attorney fees, liability, damages, personal or property, causes of actions, judgments, settlements incurred, suffered or otherwise that is a result of or in any manner connected, directly or indirectly with the use, maintenance, and/or operations of the demised premises for the Special Event, and from any personal injury or any type of damage whatsoever to persons and/or property occurring on or about the demised premises for the Special Event though the fault, negligence, omission and/or commission of applicant, applicant's agents, and/or assigns or otherwise. Event Coordinator, booth vendors and their employees/assistants, sponsors and associated organizations agree to the terms and conditions for the rental use of the Bayou Plaquemine Waterfront Park. The Main Pavilion and Meeting Room is smoke free and no cooking is permitted inside the Main Pavilion facility.

Bayou Plaquemine Waterfront Park is owned and operated by the City of Plaquemine, Louisiana