

**BAYOU PLAQUEMINE WATERFRONT PARK**  
57845 Foundry Street – Plaquemine, LA 70764-2403  
226-687-3116 – fax 225-685-1194 – website: [www.plaquemine.org](http://www.plaquemine.org)  
**SPECIAL EVENTS RULES & REGULATIONS**

---

**WEDDING EVENT COORDINATOR RESPONSIBILITY:**

Wedding Ceremony and Reception can be held at the Park site with following stipulations:

- 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 – No Permit Fee is required for the use of the Grounds only; Fee required for Main Pavilion Area
- Certificate of Insurance is not required at this time
- Must receive approval for any advertisement to be placed in and around Park grounds and buildings:
  - 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) Wedding event signage can be placed in and around Park site forty-eight (48) hours before scheduled event
  - c) Wedding event signage must be removed immediately upon the conclusion of the wedding (Special Event)
  - d) One (1) 30"x 60" banner can be placed on the white brick overlook pavilion as hooks are already installed there
  - e) Yard card signs can be used at the Park during your wedding event
  - f) Wedding event yard card signs cannot be placed on city right-of-ways without prior approval
  - g) 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
  - h) No spray paint or painting or coloring of any surface is allowed within the Park without prior approval
  - i) No decorations or signage can be posted on the walls of the Main Pavilion/Meeting Room – stand alone backdrops are encouraged
  - j) Upon request, some Special Event yard card signs are available to use during your Wedding Event through the Main Street Program
  - k) A Speaker sound system is not available; Tables and chairs are the responsibility of the Special Event Applicant
  - l) Upon request, section(s) of the Park for certain Special Events can 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 your wedding event
- Must receive prior approval for any event that will include fireworks
- Only approved motorized vehicles will be used on Park grounds to aide or assist event equipment. NO motorized vehicles are allowed in the Pavilion without the express permission of City Park Management. Handicapped vehicles are permitted.
- Set-up for event may begin the day before the planned event, upon approval
- 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 will provide an assigned city worker for clean-up during certain Special Events; however, the event organizer is responsible for all event clean-up and debris removal
  - Electrical outlets are available, upon request in the Grounds area. Electrical outlets are readily available in the Main Pavilion area. A generator is allowed outside the Main Pavilion and Meeting Room – no-hard wiring in, no service over 20 amps is provided. There are no 220 receptacles, only 110 receptacles. NOTE TO ELECTRICAL USERS: Must use a minimum #12 gauge electrical cord, UL Approved for outdoor use for heating and cooking.
  - Cooking is not allowed with in the Main Pavilion Area (only within designated cooking areas). Meeting Room Kitchen is available for warming purposes.
  - Smoking is NOT allowed in the Main Pavilion Area and Meeting Room, nor restrooms.
- Required to give advance notification to the Plaquemine Police Department for your wedding event security and alcohol consumption. The City reserves the right to require Event Applicant to have city-approved security. Security shall be provided by the Plaquemine Police Department or other designated law enforcement personnel. Park patrons and guests shall obey all directives of law enforcement personnel with respect to conduct occurring within the Park Site.
- Required to contact Plaquemine Locks if you intend to use any or a part of their grounds for your wedding 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, music or public address 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  
Plaquemine Lock State Historic Site – 225 687 7158 ♦ Iberville Parish Tourism Office – 225 687 2642

**Terms and Conditions:** Wedding Event Coordinator, booth vendors and their employees/assistants, sponsors and associated organizations, and event service providers 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 Wedding/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 Wedding/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 and event service providers agree to the terms and conditions for the rental use of the Bayou Plaquemine Waterfront Park. Special Event Applicant acknowledges that the Main Pavilion and Meeting Room are smoke-free facilities.