



118 W. McKinley Ave. Haughton, Louisiana 71037

P.O. Box 729 TEL. (318) 949-9401 FAX (318) 949-2609

Office of Mayor Kim Gaspard

# PERMIT APPLICATION

## PARADES, RACES, AND PUBLIC ASSEMBLIES

(No application will be accepted without proper fees attached)

Organization: \_\_\_\_\_  
 (Name) (Phone)

\_\_\_\_\_ (Address) (City/State/Zip)

**\*\*\* If the parade, race or public assembly is designed to be held by, or on behalf of, any person other than the applicant, the applicant must provide a letter, from said individual/organization to the Chief of Police authorizing the applicant to apply for the permit on his behalf.**

**PERMIT FEE: \$25.00** (Attached) **\*\*\*Fee may only be waived by written approval from the Mayor.**

Type of Event (Circle One) Parade Race Public Assembly

Event Title: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Number of Participants (Estimate): \_\_\_\_\_ Number of Spectators (Estimate): \_\_\_\_\_

Location of Event: (Route to be traveled, including starting point and end point; attach map if available):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Activities Planned During Event:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Will alcohol/beer be sold or given away? Yes \_\_\_\_\_ No \_\_\_\_\_

Will food be sold or given away? Yes \_\_\_\_\_ No \_\_\_\_\_

Will banners of any type be displayed? Yes \_\_\_\_\_ No \_\_\_\_\_

Will any public facilities be utilized? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes please list facilities: \_\_\_\_\_

Will any streets need to be controlled and/or closed? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\*\*Barricades and traffic cones, if supplied by the Town, may result in additional fees.**



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If yes, please list streets: \_\_\_\_\_

Will any security be required? (additional fees apply) Yes \_\_\_\_\_ No \_\_\_\_\_

Describe any sound amplification equipment to be used in connection with this event:

\_\_\_\_\_

Permit must be available during the event for viewing by any governing authority. \_\_\_\_\_  
(Initials)

**\*\*\* Failure to comply will result in an immediate invalidation of permit, dismissal from said event, and result in inability to request future permits for an unspecified time frame.**

I acknowledge that the issuance and use of this license is contingent upon myself, my employees and/or my business complying with all applicable state and local laws and following all instructions or directives of Police and Firefighters. I also understand that I may not conduct business on private property without the **written permission** from the property owner. As an applicant for a permit, some of the data you are being asked to provide could be private and/or confidential about yourself, which will be used to process your permit application and enable communications with you regarding any issued permit. You may refuse to provide this information; however, should you refuse, the permit cannot be completed and a permit will not be issued. This permit is only for the event listed in this application and any vendors working this event are the sole responsibility of the Organization.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**\*\*\*Official Use Only\*\*\***

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

\_\_\_\_\_  
Signature of Chief of Police

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_