



206 East Mulberry Street
Amite, LA 70422
councilclerk@tangipahoa.org
Telephone: (985)748-3211

SPECIAL EVENT GUIDELINES

Maximum duration of 3 days

Place of Public Amusement includes the following: *Complete rules & regulations: Tangipahoa Code of Ordinance Chapter 8 Amusements*

Amusement park means any place commonly known as an amusement park, amusement ground or amusement center where swimming, dancing, games, exhibits or shows are carried on, conducted or allowed whether an admission fee is charged or not; provided that beer, wine or liquor is not sold, kept, provided or given away in connection with such amusement park.

Circus show means all sideshows, circuses, traveling shows, animal shows, traveling carnivals, traveling or moving tent shows, exhibitions, temporary theaters or itinerant playhouses, except, however, motion picture theaters, playhouses being operated in a permanent structure, or the annual parish fair.

Dance hall means any place wherein dances are given, operated, conducted or permitted as a business enterprise, occupation or amusement whether or not music is provided by paid or amateur performers or by prerecorded means. Excluded from the definition of the term "dance hall" are dances conducted by any nonprofit or charitable organization; provided that the net profit from any dance does not accrue to the private profit of any person.

Music festival means any outdoor festival, carnival, dance or like musical activity, whether or not music is provided by paid or amateur performers or by prerecorded means, which is of a periodic nature and to which members of the public are admitted for a charge, whether or not the charge is directly or indirectly made.

Public swimming pool means a swimming pool to which members of the public are admitted for a charge, whether or not the charge is made directly or indirectly. Excluded from the definition of the term "public swimming pool" shall be those swimming pools constructed on the business premises of motels, which pools serve exclusively the registered guests of the motel.

Special Event means an event confined to or designed for a definite field of action, purpose, or occasion where 150 or more people are in attendance, which is of a periodic nature and to which members of the public are admitted for a charge, whether or not the charge is directly or indirectly made.

1. All persons or organizations applying for a Special Event Application are required to submit a fully completed Special Event Application at least **60 days** prior to the event date. The applicant must complete, SIGN and DATE the application, which obligates the applicant to abide by the provisions of the signed agreement, guidelines, and TPG Code of Ordinances. Please return completed application to: Tangipahoa Parish Council, P.O. Box 215, Amite, LA, 70422 or email to councilclerk@tangipahoa.org.
2. Once a completed Special Event Application is received by the council clerk a public hearing will be set at a regular meeting of the parish council for a vote to grant the application, deny the application and/or set conditions which must be met before a special event permit may be granted by the Tangipahoa Parish Sheriff Department.
3. After council approval, the council clerk will forward the Special Event Application to the Tangipahoa Parish Sheriff Department where a nonrefundable filing fee of \$250.00 shall be collected from the applicant for a special event permit.

It shall be unlawful for any person, partnership, corporation or unincorporated association, acting alone or in concert with any of the foregoing, to do any of the following:

- (1) Operate a public amusement without first procuring council approval and a TPSO special event permit to do so.
- (2) Advertise or otherwise publicly announce that a public amusement will be held in the parish without council approval and a TPSO special event permit first having been received for the conduct thereof.
- (3) Provide entertainment at a public amusement, whether or not compensation is paid for the performance of the entertainment, with the knowledge that council approval and a TPSO special event permit has not been obtained.
- (4) Operate, conduct or carry on any public amusement in such a manner as to create a public or private nuisance.
- (5) Exhibit, show or conduct within the place of public amusement any obscene, indecent, vulgar or lewd exhibition, show, play, entertainment or exhibit, no matter by what name designated.
- (6) Blocking or parking on any public or private right of way and/or access to event.



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SPECIAL EVENT PERMIT APPLICATION

Name of Organization, Group, or Association _____

Name of Authorized Representative _____ Non-Profit/Tax-Exempt # _____

Mailing Address _____

City _____ State _____ Zip _____

Applicant Phone # _____ Alt Phone # _____

E-mail _____

Name of Event _____

Date (s) of Event: _____ Time of Event: _____

Event Location: _____

Type of Event: New Annual Fundraiser Concert Race/Run/Walk Parade Festival, Carnival or Market Other: _____

Description/Purpose of Event _____

Estimated Attendance _____

EVENT DETAILS – Check all that apply:

1	Are patron admission, entry or participant fees exchanged whether implied or required?	YES	NO
2	Is the event open to the public?	YES	NO
3	Will alcohol be consumed, distributed and/or sold at this event?	YES	NO
4	Will food be distributed, prepared, or sold at this event?	YES	NO
5	Will there be canopies or tents?	YES	NO
6	Will there be vendor booths? Merchandise or product sales?	YES	NO
7	Are you planning to have inflatable attractions, games, or rides?	YES	NO
8	Will there be bleachers, stages, fencing or other structures?	YES	NO
9	Do you plan to provide portable toilets?	YES	NO
10	Are you planning to have amplified sound?	YES	NO
11	Will there be riding of UTV, ATV, Dirt Bikes or Horses? Specify:	YES	NO
12	Will there be any signs, banners, decorations, stages or special lighting?	YES	NO
13	Have you or your spouse ever been convicted of a felony?	YES	NO
14	Will the event be held within a structure with walls and a roof?	YES	NO



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Location of Special Event:

Address or legal description of premises: _____

Owner of premises: _____ Phone # _____

A signed statement by the property owner indicating consent that the site be used for the proposed amusement must be submitted with completed Special Event Application.

Any event at which **alcoholic beverages** will be consumed and which requires its guests, patrons, or attendees to pay for admittance into the facility or immovable property or pay for consumption shall obtain a Louisiana State ATC Special Event License prior to approval by the council and issuance of a TPSO special event permit.

Upon signing of this application, I certify that all information contained in this application is correct. I understand that to falsify information is a crime.

Signature of Applicant

Date Submitted

FOR OFFICIAL USE ONLY

Other agency approval required:

Parish Health Department Public Works State Fire Marshal TPSO Tangipahoa Sales Tax Division

Public Hearing Date: _____

Approved

Denied

Additional Council imposed conditions and/or requirements:

Council Clerk Signature _____

Date: _____