

DEPARTMENT OF PARKS AND PARKWAYS  
**CITY OF NEW ORLEANS**

**LaTOYA CANTRELL**  
MAYOR

**MICHAEL KARAM**  
DIRECTOR

**WASHINGTON SQUARE BOOKING REQUEST**

Date Filed: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Alternate/Rain Date: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time of the event: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Set-up hours required: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Take down hours req: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Total hours required: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

**Circle the appropriate response:**

Is the event open to the public?    yes / no

Will admittance fees be charged?    yes / no

Will refreshments be served?    yes / no

Will refreshments be sold?    yes / no

Will alcoholic beverages be sold?    yes / no

Will this event be filmed?    yes / no

**PLEASE NOTE:**

- No BBQ pits or open flame cooking on site is allowed unless permitted by NOFD and OSS.
- Only prepared foods may be served.
- ALL AMPLIFICATION, including music, must end by 8:00 pm.
- Should this request be approved, 50% of the usage fee is due within 30 days.

**Please indicate use of any of the following; applicant must make separate arrangements for these items:**

Portable Toilets:    yes / no      Chairs:    yes / no      Tables:    yes / no      Tents:    yes / no

Electrical hook-ups:    yes / no      Booths:    yes / no      Parking:    yes / no      Risers:    yes / no

Other:    yes / no      If yes to Other, please explain: \_\_\_\_\_

Stages:    yes / no      If yes to Stages, indicate number and sizes: \_\_\_\_\_

**Applicant Contact Information:**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SUBMIT THIS FORM TO:**

**City of New Orleans Department of Parks and Parkways**  
2829 Gentilly Boulevard, New Orleans, Louisiana 70122  
(504) 658-3201 / (504) 658-3227 FAX  
parksandparkways@nola.gov