

DEPARTMENT OF PARKS AND PARKWAYS
CITY OF NEW ORLEANS

HELENA MORENO
MAYOR

MICHAEL KARAM
DIRECTOR

JACKSON SQUARE BOOKING REQUEST
(NO MAJOR EVENTS)

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: _____

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

Chairs: yes / no Tables: yes / no Risers: yes / no

Minimal Decorations: yes / no

Other : yes / no If yes to Minimal Decorations or Other, please describe / explain:

Photographer Contact Information (if different from Applicant):

Name: _____ Phone: _____ Organization: _____

Email Address: _____

Applicant Contact Information:

Name: _____ Organization: _____

Address: _____

City / State / Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____

PLEASE NOTE:

- Jackson Square will remain open to the public during your event; please plan accordingly.
- NO FOOD OR BEVERAGES are allowed to be served within Jackson Square.
- Should this request be approved, 50% of the usage fee is due within 30 days.

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