

DEPARTMENT OF PARKS AND PARKWAYS
CITY OF NEW ORLEANS

HELENA MORENO
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