



Special Events Permit



Date	_____
Tracking Number	_____

SPECIAL EVENT SAFETY/SECURITY APPLICATION

SUPPLEMENT G

THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE MASTER SPECIAL EVENT APPLICATION

LAYOUT

What is the expected number of attendees at your event? _____

Which of the following best describes your event? Exhibit/Trade Show Block Party Theme Party/Ball Other Concert Outdoor Festival/Fair

Will alcohol be served at your event? Y N Is your event: 18+ Adult or Family-friendly

Number of Single Level Booths _____ Multi-level Booths _____ Covered Booths _____

SPECIAL HAZARDS (CHECK ALL THAT APPLY)

- Lasers
- Open Flame
- Cooking
- Heating Equipment
- Compressed Gases
- Flammable Liquids
- Pyrotechnics/Special Effects
- Fog Generator
- Vehicles/Motorcycles
- Operating Internal Combustion Engines
- Mardi Gras Floats
- Mobile Homes
- Multi-Level or Covered Booths
- Tents/Canopies/Air Support Structure
- Other _____

Describe how the potential hazards checked above will be used in your event. (Include or attach additional details, if necessary)

If a review determines that a fire watch is required for this event, who will be the responsible party for payment?

Contact Name _____ Phone _____ Email _____

SECURITY DETAIL INFORMATION

N/A (EVENT HAS LESS 1,000 ATTENDEES)

Events with more than 1,000 attendees need to provide security coverage at the event site. This application will serve as your request to the New Orleans Police Department and a member of their Events team will contact you to coordinate services. Please indicate below any special requests or risks you anticipate in advance.



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EMERGENCY MEDICAL SERVICES N/A (EVENT HAS LESS 1,000 ATTENDEES)

Events with more than 1,000 attendees need to provide emergency medical staff on standby at the event site. Events taking place on City Property must work New Orleans Emergency Medical Services to coordinate coverage. Below are the types of coverage offered by New Orleans EMS. Please contact EMS at cpalmisano@nola.gov to determine what your event needs.

- # Ambulance _____ An ambulance crew consists of 1 Paramedic & 1 EMT and costs \$150.00 per hour with a 4 hour minimum. Additional crew member(s), if needed, \$75/hour. More than three units require an EMS Supervisor to be present on the detail. Supervisor rate is \$75/hour with a four hour minimum.
- # Mini All-Terrain Ambulance _____ The all-terrain ambulance is used to extract injured or sick patrons from areas inaccessible to standard ambulances. This crew consists of 1 Paramedic and 1 EMT-basic. \$100/hour with a four hour minimum.
- # Sprint Car _____ A sprint car consists of 1 Paramedic. \$75/hour - sprint car with one paramedic. \$100/hour - sprint car with two medics.
- # Bike Team _____ The bike team consists of at least 1 paramedic and 1 Emergency Medical Technician (EMT) Basic. \$100/hour per bike team with a four hour minimum. Over three teams require an EMS Supervisor to be present on the detail. Supervisor rate is \$75/hour with a four hour minimum.
- # Mobile Surge Unit _____ \$300/hour - four hour minimum
\$75/ hour - minimum of 2 paramedics.

If your event is not on City property and you have hired private emergency coverage, please describe the type of coverage you have arranged below including the number of paramedics, EMTs, and equipment. **(A copy of the contract should also be attached.)**

Company Name of Provider _____

Contact Name _____ Contact Phone Number _____

ATTACHMENTS

- Plot Plan (REQUIRED)
 - Seating, display, table/chair, and exhibit arrangement and dimensions.
 - Location and dimensions of tents, stages, security barricades, and clearly labeled sites to be used for hazardous activities.
 - Location and dimensions of means of egress components (aisles, access ways, exit access, doors, exits, etc.)
 - Indicate on plans which exhibit booths have covered tops or multi-levels.
- Emergency Medical Services Contract, if not using City of New Orleans EMS

ACKNOWLEDGMENT

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes. I understand that any change in the scope or cost of the work must be reported to the Department of Safety and Permits and additional permits may be required.

Applicant Signature _____ Date _____