



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

HELENA MORENO  
MAYOR

MICHAEL KARAM  
DIRECTOR

**SHELTER # \_\_\_\_\_**

**BRECHTEL PARK SHELTER RENTAL RESERVATION FORM**

A. Picnic shelters are available by reservation only and must be reserved at least two (2) weeks prior to your event. All changes to this agreement must be made five business days prior to event, no exceptions. **Reservation requests will be placed on the calendar at the time of your request; applicants have five (5) business days to pay all usage fees and the litter damage deposit fee to complete the reservation and secure the shelter rental. All fees must be paid before your event will be confirmed on the Parkways reservations calendar.**

B. **FEES:**

**Picnic Shelters 1-6:** \$225 each

**Picnic Shelters 7 & 8:** \$400 (must be reserved together)

**Currently, electricity must be provided with applicant's generator or other power supply.**

**Grilling Fee:** \$25 per each shelter rented.

Applicant is responsible for the removal of grilling materials (coals, wood chips, etc.) which must be completely removed from the park grounds. Failure to remove any items brought into the park from under the shelter prior to the final inspection will result in forfeiture of your deposit.

**Litter Damage Deposit Fee** is based on event size and are refundable after the event is cleared by Parkways staff. Refunds will be processed at the Parkways office and will not be provided by the Park Ranger:

15 to 100 persons:	\$200	201 to 300 persons:	\$400
101 to 200 persons:	\$300	301 and above:	\$500

**If any of the information provided on your event application form is misleading or incorrect when compared to the activities and attendance at your event, your Litter Deposit will not be refunded.**

C. This form must be presented to the Park Ranger upon arrival at your assigned shelter or as requested by Parkways personnel. You must sign in with the Park Ranger before set-up and must sign out before departing.

D. All litter must be picked up and placed in available trash cans or bagged. All overflow bagged litter and seafood is to be placed in the dumpster across from Shelter #3 or your deposit will not be refunded.

E. **Please acknowledge and follow Brechtel Park rules:**

- Glass bottles and/or containers are prohibited in the park
- No water activities of any kind
- No vehicles, parking, or driving on the grass – this includes ATVs and motorcycles
- No vendor sales, no car or bike shows, no special events
- Loading and unloading must be done at curbside
- No type of adhesive is allowed on tables or columns
- No horses or ponies; all pets must be on a leash at all times
- No frying and no boiling, to avoid these liquids from being dumped in the lagoon or on the grass, with the potential for injury to park users
- No horseshoes gaming
- No staking in the ground

I/we have read and  
acknowledge the park rules:  
\_\_\_\_\_(initials)

**SHELTER # \_\_\_\_\_**

- F. The following items/activities may be allowed **with prior written approval by Parkways**: port-o-lets (deliveries are to be on Friday and picked up on Monday between 9am and 4pm), tents, trampolines, booths, inflatable games, food/beverage sales, stages. Please indicate below if these activities are planned for your event.
- G. Sound systems, DJ's, amplified music or microphones, and other audio equipment/activity as listed below **must be approved by Parkways prior to event**. Brechtel Park is located within a residential neighborhood and all care and consideration of the neighbors must be taken. All music must meet the sound level restrictions found in the City Code. Music is not to be played at a volume that could disturb other park guests or nearby residents. Music with profanity will not be tolerated. All music must end by 4:30 p.m.
- H. Please note that fees for weddings are calculated based on planned activities and locations to be used within the park, and may be higher than regular rental fees.
- I. Insurance requirements for all events at which 100 or more persons shall or may attend:
  - 1. User agrees to indemnify and provide insurance coverage, defend, and hold harmless the City from all demands, claims, suits, actions, or liabilities resulting from injuries or death to any persons or property damage or loss by user, City or any persons howsoever caused prior to, during and after the period which this agreement covers for use of the leased space and its immediate street, sidewalk, and exterior of the leased park for the aforesaid period.
  - 2. User agrees to provide with this executed lease, a public liability insurance policy in which both City and user are named as insured of an acceptable certificate of insurance with minimum policy limits of \$1,000,000 for injuries, including weather, sustained by one or more persons, and \$25,000 for property damage; the term of such coverage to coincide with the dates; times and purpose of this agreement. **Failure to provide the insurance certificate will result in cancellation of this lease.**
- J. Event rescheduling or cancellations are accepted only for inclement weather conditions. No refunds will be given for cancellations. Rescheduling is allowed one time and must be held within one (1) year of event.
- K. If you need assistance on the day of your event, contact the Parkways employee / Park Ranger on duty:  
  
Park Ranger: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
  
Park Ranger: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- L. This location agreement will be terminated on site if false/misleading information is provided. Typical causes of termination in the past have included: misleading statement of size of group or type of function; failure to clean up site and exit park on time; and use of port-o-lets, stages, tents, tables without written authorization. You are responsible for anyone who brings prohibited materials to your event.

# SHELTER # \_\_\_\_\_

PLEASE FILL OUT THE BELOW TO RESERVE A SHELTER FOR YOUR EVENT:

DATE: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_ # OF GUESTS \_\_\_\_\_

*Please keep in mind the following events and activities are not allowed: festivals or special events, car / motorcycle shows or exhibitions, overnight camping, horse / livestock shows or exhibitions, vendor sales, crawfish boiling or fish frying or similar types of cooking.*

SHELTER # \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ (Reservations are only available between 8a-5p CST / 8a-4p CDT daily)

ARRIVAL TIME: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

Indicate which of the below special items / activities are being requested for approval; explain size or other info as required below:

DJ - Name: \_\_\_\_\_

AUDIO-VISUAL EQUIPMENT USE - type of equipment: \_\_\_\_\_ GENERATOR \_\_\_\_\_

CAROUSEL \_\_\_\_\_ CLOWN \_\_\_\_\_ STAGE \_\_\_\_\_ TRAIN \_\_\_\_\_ SPACE WALK \_\_\_\_\_ FOLDING TABLES \_\_\_\_\_ (QTY)

ICE CREAM / SNO-BALL TRUCK(S) \_\_\_\_\_ FOOD TRUCK(S) \_\_\_\_\_ BEVERAGE TRUCK(S) \_\_\_\_\_

TENT – INDICATE SIZE OF TENT(S) \_\_\_\_\_ PORT-O-LET \_\_\_\_\_ (QTY)

WEDDING \_\_\_\_\_

OTHER \_\_\_\_\_

COMMENTS \_\_\_\_\_

Please print your name in the blank and read this location agreement and the rules:

I, \_\_\_\_\_ agree to abide by all the rules and stipulations listed in this location agreement when using Brechtel Park and any of the facilities inside the park.

GROUP/PERSON \_\_\_\_\_

DATE \_\_\_\_\_

APPROVED BY PARKWAYS

PARKWAYS \_\_\_\_\_

DATE \_\_\_\_\_

**SHELTER # \_\_\_\_\_**

**FOR PARKWAYS USE ONLY**

PARK RANGER \_\_\_\_\_ DATE \_\_\_\_\_

WALK THROUGH - TIME IN \_\_\_\_\_ APPROVED / DISAPPROVED APPLICANT SIGN-IN: \_\_\_\_\_

WALK THROUGH - TIME OUT \_\_\_\_\_ APPROVED / DISAPPROVED APPLICANT SIGN-IN: \_\_\_\_\_

ALL REQUIREMENTS HAVE BEEN FULFILLED FOR CONDITION OF SHELTER(S): \_\_\_\_\_ YES \_\_\_\_\_ NO

COMMENTS FOR DISAPPROVAL OR RETENTION OF DEPOSIT:

---

---

**TO BE COMPLETED BY PARKWAYS OFFICE STAFF**

NON-REFUNDABLE USAGE FEE OF: \$ \_\_\_\_\_ CHECK, M/O, CREDIT # \_\_\_\_\_

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

REFUNDABLE LITTER/DAMAGE DEPOSIT: \$ \_\_\_\_\_ CHECK, M/O, CREDIT # \_\_\_\_\_

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

REFUND DATE: \_\_\_\_\_ SIGNATURE (if picked up in person) \_\_\_\_\_