



Guidelines for Central Parcs Network

Usage of Parc Network

The parcs are intended for public recreation, performances, and special events. Both Parc Sans Souci and Parc Putnam will be open to the general public, but are also made available for exclusive rental/lease by 501(c) organizations. Parc de Lafayette is open to the general public during the hours of 8am-10pm Monday-Saturday. Parc International will only be made available to the public for special events where an executed lease agreement is in effect. The Parcs are not available for rental by the public the weekend before Mardi Gras through Mardi Gras Day and New Years Eve. Organizations wishing to lease the downtown parc network shall do so via lease agreement with Lafayette Consolidated Government (LCG).

Hours of Operation

Parcs Sans Souci, Parc de Lafayette and Parc Putnam will be made available to the general public year round, subject to restrictions imposed by Lafayette City-Parish Consolidated Government.

- The Parcs are available for rent Wednesday – Saturday.
- Special Events for which lease of the Parc Putnam, Parc Sans Souci, Parc de Lafayette, or Parc International has been executed may be held between the hours of 8:00am and 10:00pm and must be in accordance with LCG Code of Ordinances.

Security

Lessee must provide adequate security for any event in which a lease of the parcs has been executed. The Lessee's security plan must be approved by the Lafayette Police Department **30 days prior to event date**.

- Lessee will bear all costs associated with event's security
- If Lessee anticipates event attendance of five thousand (5,000) or more people, a "mass meeting" permit, as per City-Parish Code of Ordinances, will be required. Additionally, a surety bond must be provided to LCG/DLU no later than ninety (90) days prior to the event.

Parking

Parking is available via metered spaces and in the downtown parking garage, located at 121 E. Vermillion St. **VEHICLES ARE NOT PERMITTED IN THE PARCS UNLESS PRIOR AUTHORIZATION IS RECEIVED.**

Limitations of Use

- Cooking is not permitted in the parcs without prior approval. Be sure to indicate if the event involves a cook-off, cooking, etc so it can be approved by Lessor and permitted by Lafayette Fire Department.
- Sleeping/Camping is not permitted in the parcs.
- Performances/Events held in the parcs shall comply with all applicable laws, ordinances, and regulations established by federal, state, or local governmental agencies or bodies.
- Public is not to be served in glass containers.

Leasing of the Parcs

- The Lessee must be a non-profit organization and provide proof of their 501 (c) status.
- Booking is required at least 30 calendar days prior to the lease period.
- The Lessee may conduct concession, ticket, and event-related sales, and will retain all revenues.
- Lessee is to be responsible for all marketing efforts on behalf of the event.
- Decorating of parcs is permissible, contingent upon approval by Lessor/DLU of all materials. Nothing is to be affixed to structures outside the parc.
- Painting or decorating of the "LAFAYETTE" sign in Parc Sans Souci to be scheduled with DLU.
- Lessee to provide all materials, such as tables, chairs, signage, trash boxes, portalets etc. for event.

Use of Stages

Usage shall be governed by the lease agreement. Lessee will bear total production costs associated with their event. Sound levels and times of performance shall be in accordance with applicable LCG Code of Ordinances..

Insurance

As per the lease agreement, a certificate of insurance will be required no later than thirty (30) days prior to event. Said certificate must be emailed **DIRECTLY** from the provider to DLU. An original certificate must also be mailed.

- Standard Worker's Compensation Insurance will be required in the event that the Lessee's employees participate on behalf of the organization which they represent.
- Contingent upon the need for Standard Worker's Compensation Insurance, lessee agrees to a waiver of subrogation, naming Lafayette City-Parish Consolidated Government, its employees, agents, representatives, officers, directors, elected and appointed officials, and volunteers harmless against any and all claims which could be asserted in conjunction with lessee's event.
- As per the lease agreement, Commercial General Liability Insurance will be required at various amounts contingent upon the type of event lessee holds.

All certificates must contain the following wording: "The Lafayette City-Parish Consolidated Government, its officials, employees, and volunteers are named on all liability policies described about as additional insured."

Fire Protection

A Fire Permit and site map will be required for all events held in the parcs. This allows The Lafayette Fire Department to inspect the premises prior to event as a precautionary method. If a fire watch is required by the Fire Department the Lessee will bear the total cost of this service. The use of pyrotechnical displays, open burning, fireworks, or any flammable/potentially explosive materials is governed by the restrictions of the Standard Fire Code 501.1.1; 2002.1.2; and 2002.1.3.

Electrical

Should the lessee have electrical requirements above/beyond what is available at any of the parcs in the Central Parcs Network they are to contact LCG's service provider, Magnon Electric. If an electrician is required for additional service lessee will pay the cost for Magnon to perform the work. Any changes made to the electrical service will require Magnon's approval for safety and code requirements and any related costs will be the responsibility of the lessee.

Set Up and Take Down

Per the Lease Agreement, specific times for set up and tear down shall be determined by Lessee in conjunction with LCG/DLU and adhered to.

- Delivery of materials and equipment for performances/events shall be coordinated through DLU and, if necessary, with The Department of Traffic and Transportation, and Lafayette Police and Fire Departments.

Catering

Catering arrangements shall be approved by Lessor no later than 30 days prior to event. Lessor may permit, at its sole discretion, "cook-offs" to occur without the supervision of a professional caterer.

Fees and Deposits

In order to confirm a date for an event, payment of fees and deposits are due, in full, no later than 30 days prior to Lessee's event and will be deposited, not held.

- Key and Damage Deposits may be refundable following an inspection of the premises post-event.
- Should there be any damage to the leased premises; the costs for repair will be deducted from Lessee's Damage Deposit.

PARC	Rental Fee/Day		Cleaning Fee/Day		Total Fee	Key Deposit/Event	Damage Deposit/Event
International	\$300	+	\$350	=	\$650	\$200	\$500
Sans Souci	\$200	+	\$225	=	\$425	None	\$500
Putnam	\$100	+	\$225	=	\$325	None	\$500
De Lafayette	\$75	+	\$100	=	\$175	\$200 (if keys requested)	\$500

Extra Days for setup/teardown \$25 per day
 After 5 days \$50 per day

The Lessee may incur additional fees, depending on the type and nature of the performance/event. These fees may include but are not limited to payments for the services of the Police and Fire Department, noise permit, alcohol permits, road closures and the like. The total cost to the Lessee will vary depending on the type of services and/or permits required, and the duration and timing of the event.

To be completed prior to event:

1. **30 calendar days prior to event:**
 - a. Lease agreement must be signed by all parties
 - b. Fees/deposits must be paid in full.
 - c. Required proof of insurance must be emailed directly from the insurance provider to the number or address provided and original certificate must also be sent via mail.
 - d. Security plan must be approved by Lafayette Police Department.
2. A copy of the executed lease agreement will be returned to the event holder in order to obtain local and state alcohol permits, but lease will not become effective until Lessee has fulfilled all requirements of the lease and has been notified of same. This includes permits and variances which include Fire, Sound, Alcohol & Special Events and Road Closure.
3. Site Map approved by Downtown Lafayette.

Permits & Services Contact Information

Security:	Lafayette Police Department Sgt. Nicole Oakes 900 E. University Ave 291-8680	Fire:	Lafayette Fire Department Forrest Chaisson 1307 Bertrand Dr. 291-8704
Sound:	Lafayette Police Department Jackie Richard, Noise Control Rep 220 W. Willow St. Bldg D 291-8675	Parking:	Lafayette Consolidated Gov Mikasa Chevis, Parking Admn 101 Jefferson St. 291-8561
Alcohol:	Lafayette Police Department Mona Doucet 220 W. Willow St. Bldg D 291-7116	Road Closure:	Lafayette Consolidated Gov Shane Bordelon Rosa Parks Transportation Center 101 Jefferson Street, Suite 202 291-8531

Lafayette Consolidated Ordinances applicable but not limited to:

Noise Ordinance 34-366
 Mass Meetings 62-106
 Open Glass Containers 62-76

For inquiries, please contact: Downtown Lafayette Unlimited
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