



Facility Reservation Application

All applications must be submitted 15 business days before event date.

- Any incomplete and unsigned applications will not be processed. Upon receipt of a completed application by NORDC Rentals Office, availability can be confirmed or prices quoted.
- Anything non applicable please put "not applicable" or "N/A"
- All revisions must be received in writing and approved by the NORDC.
- All rental payments must be PAID IN FULL 10 business days before the event date.
- NORDC cannot confirm events more than four (4) months in advance.

Return To: New Orleans Recreation Development Commission
5420 Franklin Ave., New Orleans, LA 70122

Email: nordcrentals@nola.gov
Fax: 504.658.3050

EVENT NAME:					
*Event Description Please describe your event in detail (Use a separate page if necessary)					
FACILITY Requested: (Indicate specific facility and room)					
Event Date(s): (Times OPEN to attendees)	Start Date:	End Date:	Event Time:	Starts:	Ends:
Setup	Start Date:	End Date:	Setup Time:	Starts:	Ends:
Clean Up	Start Date:	End Date:	Clean up Time:	Starts:	Ends:
Event Size	# of Staff/Volunteers:		# of Attendees:		
APPLICANT INFORMATION	Organization Name:				
Mailing Address City, State, Zip					
Primary Contact: (Name/Title)			Secondary Contract: (Name/Title)		
Phone:	Cell Phone:		Phone:	Cell Phone:	
Fax:	*Email:		Fax:	*Email:	
Organization/ Event Website:			Non-Profit 501(c)(3): <input type="checkbox"/> YES <input type="checkbox"/> NO Non-Profit ID# _____		

Has this event been held before? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is this an annual event? Yes <input type="checkbox"/> No <input type="checkbox"/>		Previous Name(s) of event:		How many years has it been held?	
At what location was this event held previously?							
Is this event: Circle one Open to the public Private event		If open to the public, please check all methods by which the event is advertised: <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Internet <input type="checkbox"/> Billboards <input type="checkbox"/> Posters <input type="checkbox"/> Newspaper Other: _____					
FEES & PROCEEDS		Will you charge any fees? Yes <input type="checkbox"/> No <input type="checkbox"/>		What type of fees, and what amount? \$ _____		Will you have vendors selling goods or services onsite? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Items to be sold:		<input type="checkbox"/> Food <input type="checkbox"/> Beverages		<input type="checkbox"/> Souvenirs <input type="checkbox"/> Clothing		<input type="checkbox"/> Books <input type="checkbox"/> Music/CDs	
				<input type="checkbox"/> Services <input type="checkbox"/> Arts/Crafts		<input type="checkbox"/> Other _____	
FOOD		If you are planning to sell food or have food vendors at your event, Health and Fire department permits may be required for each food vendor or caterer. Fire department permits may be required for any cooking that utilizes open flame, propane, or indoor cooking.					
Do you plan to sell food at your event? Yes <input type="checkbox"/> No <input type="checkbox"/>		Will food be prepared and cooked onsite? Yes <input type="checkbox"/> No <input type="checkbox"/>				Name of Caterer:	
ALCOHOL		The sale and consumption of alcoholic beverages is subject to additional laws, permits, regulations and potentially higher insurance coverage may be required. Additional permits may be required to serve or sell alcohol at your event. Please describe below any planned alcohol sales, serving or consumption at this event.					
Will alcohol be sold or consumed:		Consumed? Yes <input type="checkbox"/> No <input type="checkbox"/>		Sold? Yes <input type="checkbox"/> No <input type="checkbox"/>		Name of the organization that holds the license for the sale of alcohol:	
Will minors be allowed into this event? Yes <input type="checkbox"/> No <input type="checkbox"/>		What is your plan for checking for identification for legal age of alcohol consumers?					
If applicable, describe intended or requested sale and/or consumption of alcoholic beverages at your event:							
TRASH & RECYCLING		Organizers are responsible for all clean-up after rental/event.					
Will beverages in cans or plastic be sold or distributed at your event? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you providing recycling containers at your event? Yes <input type="checkbox"/> No <input type="checkbox"/>		If so, how many recycle containers will you have at your event?			
How many waste containers will you have at your event?				Will you be managing your own waste or hiring an outside vendor?			
If you are hiring an outside vendor, please indicate which company you are working with and include onsite, weekend or emergency numbers for them.							
NO DRUGS & NO WEAPONS		Drug use on City property is strictly prohibited. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or illegal drugs on City property. Violators will be prosecuted to the full extent of the law. Additionally, The possession or use of weapons of any kind is also prohibited.					

STAFF & SECURITY	<p>NORDC reserves the right to require and regulate uniformed security personnel (New Orleans Police Department or Orleans Parish Sherriff's Officers only) for any function. They also reserve the right to regulate the number of security officers required at any event. The applicant shall provide security personnel at the applicant's expense.</p> <p style="text-align: right;">NOPD Office of Secondary Employment 504-658-8747 or www.hirenopd.com or New Orleans Parish Sherriff's Office 504-822-8000</p> <p>Security needed? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		
AMPLIFIED SOUND/DECORATION/ ELECTRICAL		Application must include event layout detailing any structures, décor, or equipment (tables and chairs) that will be used for this event.	
Will your event have an amplified PA system? Yes <input type="checkbox"/> No <input type="checkbox"/>		Will your event have an amplified music and entertainment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will your event require use of tables and chairs from NORDC? Yes <input type="checkbox"/> No <input type="checkbox"/>		<i>* NORDC cannot confirm the exact number of tables and chairs available for your event. Please indicate how many tables and chairs you will require.</i> Tables: _____ Chairs: _____	
Will you be using candles? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will candles be in protective glass enclosure? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you intend to use pipe and draping? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you intend to cover the windows? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you be hanging any equipment from the ceiling or railings in the building? Yes <input type="checkbox"/> No <input type="checkbox"/>		Will the building's lighting system be used or are you brining in alternative lighting?
OTHER SETUP		Will you be using portable restrooms? Yes <input type="checkbox"/> No <input type="checkbox"/> Will you require usage of our restrooms? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please list the outside company/vendor providing your portable restrooms:			
INSURANCE	<p>NORDC reserves the right to require applicants to procure and maintain public liability insurance against any loss or liability for damage which might result from or arising from its rental and use of the City's facilities either to persons or property in the amount of \$1,000,000 liability and \$2,000,000 aggregate listing NORDC, the City of New Orleans, its agents, officers, and employees as additionally insured prior to the rental date of the City's facilities. The primary point of contact, as listed on the Facility Reservation Application, must be named on the certificate of insurance.</p> <p>If a copy of the insurance certificate is not on file prior to the event, access to the facility/venue will automatically be denied. Contact your insurance agent to provide the insurance documents. Or, consider obtaining special short term event insurance.</p>		
HOLD HARMLESS	I, the undersigned, having read and being in full agreement with the above conditions, will comply with all policies and ordinances of the City. I also will assume responsibility for any damages to the property or equipment thereof, and will pay a fair price determined by NORDC for said damages. I do hereby waive, absolve, indemnify, and agree to hold harmless the City of New Orleans, NORDC, the organizers, sponsors, supervisors, and participants for any claim arising out of any accident or liability insurance that I/we may have.		

I certify that the information that we have provided on this application is true and accurate to the best of my knowledge. If our plans change, we will submit a revised application accordingly.

Primary Contact Signature	Primary Contact Printed Name
Title	Date