



WAIVER REQUEST FORM

DATE OF EVENT: _____ TIME(S) OF EVENT: _____

SUBJECT/REASON FOR WAIVER REQUEST: _____

Noise Ordinance Waiver | **Street Closure** | **Parking Mall Closure**
(All noise is to be in moderation) (must provide map or list of closed streets or parking malls)

If waiver is for a City Park: **Reserved** **Not Reserved**

Please be specific and specify organizer, location, reason for the event, and request:

The organizer of the event is responsible for cleaning up the area requested for usage at the end of the event and to provide security during the event.

Sign acknowledgement _____

REQUESTED BY:

NAME & ORGANIZATION: _____

ADDRESS: _____

PHONE #: _____ CELL #: _____

EMAIL: _____ FAX #: _____

NOTE: If approved, this waiver in no way obligates the City of Hammond to make any notifications or to supply set up, cleaning, or other services for this event. All requests have to be submitted to Alma Mitchell in the Mayor & Administration Office. Requests can be submitted electronically to mitchell_ap@hammond.org or fax (985) 277-5602. If you have any questions, please call (985) 277-5601.

BELOW TO BE FILLED OUT BY CITY ADMINISTRATION

DATE RECEIVED BY: _____ TIME RECEIVED: _____

APPROVED: _____ (YES) _____ (NO)

REMARKS: _____

Authorized Signature

Date

EVENT WAIVER RULES

A Waiver Request Form must be completed with the complete times and location of the event. The form indicates Noise Ordinance Waiver, Street Closure, or Parking Mall Closure.

Any music or sound systems must complete a noise waiver. No vulgar, obscene, or offensive music is permitted in City parks.

You must hire your own security if you believe your event needs security.

When requesting a parking mall closure and/or barricades it is the responsibility of the person organizing the event to request the barricades and to place the barricades. You will need to place Signage about the event and notify the businesses in area about the event. The signs should have what is taking place, where, when and hours of the event. You also must remove all signs after the event.

For inflatables or water slides, a Certificate of Liability Insurance showing the City of Hammond as a Certificate Holder in the amount of no less than \$1,000,000 is required. It must be signed by the insurance company. The building or group insurance company should write a letter saying they are insured. There is an additional \$15.00 fee for the water slide to cover the water. Water slides are not allowed in Cate Square Park. The park is too small for the amount of water used and it will make the ground wet for other visitors.

Any walk, run, or parade must describe the route and submit a map. Complete an Application for Parade Permit. A police escort IS NOT provided for any walk, run or parade. A Police Officer will direct the start, but you will need to hire your own security and put up directional signs that must be removed as soon as the event is finished.

Tent locations must be approved by the Water Department to avoid damage to sprinkler systems.

No vehicles may drive on the grass in City parks.

No one can charge a fee on city property. No sales allowed for profit-making companies/vendors and no "garage" sales. Vendors only for nonprofits may accept donations, and these vendors must submit a proof of nonprofit status and indicate where the proceeds will go.

All city parks close at dusk and reopen at dawn. They are open to the public and no admission fee can be collected.

Alcohol and smoking are not permitted in City Parks.

You must clean up after your event. Bag all trash and take it with you when your leave.

Any street closures need to be approved by the Mayor and Hammond Police Department. Railroad tracks cannot be blocked or closed. Parts of the street in front of private homes cannot be blocked or closed.

City of Hammond Event Check List

Administration - 277-5601, Alma Mitchell, (Public Records Request, Waiver Request Forms for Noise Ordinance Waiver, Street Closure & Parking Mall Closure)

City Council - 277-5610, Tonia Banks, (agenda Requests). Meetings are held on the second and fourth Tuesdays of every month. To place an item on the agenda, place a request with the Council Clerk no later than the Thursday prior to a council meeting.

Police Department - 277-5700 (security, parade permits)

Fire Department - 277-5804 Lauren Mercante

The State Fire Marshall 1-800-256-5452 needs to be notified for public events or street closures.

Kathy Jones 277-5951 (water hook-ups or to mark water or electrical lines for tent placement etc.)

Streets – 277-5955 Dori St. Cyr (barricades, install banners)

Recreation - 277-5903 Evangeline Taylor to reserve a City Public Park. If you have inflatables, you will need proof of insurance. You cannot charge a fee to enter a city park. No alcohol can be served in parks.