



## Non-Flood Protection Asset Management Authority

6001 Stars & Stripes Blvd., Suite 233, New Orleans, LA 70126

Tel. (504) 355-5990 / Fax (504) 539-4283

### APPLICATION TO OBTAIN PERMIT FOR SHELTER RENTAL ON LAKESHORE DRIVE ORLEANS LEVEE DISTRICT PROPERTY

1. Please complete this Application and return via e-mail to [permits@nfpama.com](mailto:permits@nfpama.com).
2. A Rules & Regulations Acknowledgement packet and Hold Harmless Agreement will be prepared for your signature (available at 6001 Stars & Stripes Blvd., Suite 219 – Kim Vu (504) 355-5990)
3. The Acknowledgement packet, \$300.00 fee, and \$100.00 deposit are required to reserve the Shelter and obtain the permit. (One check in the amount of \$400.00 made payable to “NFPAMA”)
4. No Shelter is reserved and no permit is given until the deposit and fee are submitted to NFPAMA.

GROUP OR ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

SHELTER NO. REQUESTED: \_\_\_\_\_ DATE/TIME REQUESTED: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

\*\*\*\*\*Electrical Outlets and outdoor water are available at Shelters 2 and 3 at this time\*\*\*\*\*

Will the group cook on site? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the group have entertainment (Music, Stereo, Boom Box)?  
*No live music, DJ or amplified music allowed* Yes \_\_\_\_\_ No \_\_\_\_\_

Will the group have special delivery, catering or video gaming vehicles parked on premises?  
(Boiled Seafood, BBQ, Catering, Game Bus) \$100 additional fee will be required  
*Insurance Certificate Required from Food and/or Entertainment Company*

Yes \_\_\_\_\_ No \_\_\_\_\_

REQUESTOR:

BY: \_\_\_\_\_

## **PROCEDURES FOR RESERVING SHELTERS/PAVILIONS ALONG LAKESHORE DRIVE**

- 1. A Permit Application to reserve Shelters or Pavilions owned by Orleans Levee District (O.L.D.) and managed by Non-Flood Protection Asset Management Authority (NFPAMA) must be completed and submitted. Reservation dates can be accepted only for the current year.**
- 2. After an application has been received, NFPAMA staff will evaluate the application and if acceptable, a Hold Harmless Agreement for execution by the applicant and a Permit for the Event will be prepared.**
- 3. The applicant will be notified that the documents are prepared and will be requested to provide the specified Fee along with the Deposit and execute the Hold Harmless Agreement in advance of the event to secure the reservation.**
- 4. For any events involving the closure of streets such as 5K walks, runs or bicycle races, the applicant shall supply proof of insurance in accordance with the below minimum insurance requirements at least seven (7) days prior to the event:**

The minimum insurance requirements are:

- a. \$1,000,000 General Liability Per Occurrence
- b. \$2,000,000 General Liability Aggregate
- c. \$1,000,000 Automobile Liability Per Occurrence  
(Coverage to include all automobiles/equipment)
- d. Statutory Workers' Compensation
- e. The NON-FLOOD PROTECTION ASSET MANAGEMENT AUTHORITY, ORLEANS LEVEE DISTRICT and SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITY – EAST are named Certificate Holders and Additional Insureds
- f. Waiver of Subrogation in favor of the NON-FLOOD PROTECTION ASSET MANAGEMENT AUTHORITY, ORLEANS LEVEE DISTRICT and SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITY – EAST on all lines of coverage
- g. A thirty days cancellation clause

**REQUIREMENTS AND RESTRICTIONS  
FOR USE OF SHELTERS ALONG LAKESHORE DRIVE**

**Age Restrictions:** Individual reserving Shelter must be 21 or over and present at the event.

**Placing Reservations:** Shelter reservations are accepted during the hours of (6:00 a.m. - 2:30 p.m. Monday – Friday) or can be made via telephone by calling Sharon Martiny at (504) 293-2474

**Facility Rental Hours:** 8:00 a.m. – 6:00 p.m.

**Daily Rental Fees:** **Shelter Nos. 2 and 3 (currently available for rental)**  
\$300.00 – Whole Shelter  
**Pavilions**  
\$100.00 – Small Pavilion  
\$200.00 – Large Pavilion

**Large Events/Other Rental Areas:**

Rental fees for land areas/parking lots are based on a per diem rate and in accordance with the type of event and the size of the location.

**Payment Requirements**

One check or money order in the amount of \$400 (\$300 fee & \$100 deposit) must be made payable to the Non-Flood Protection Asset Management Authority (NFPAMA). Shelters are not reserved and no Permit will be issued until the fee/deposit and all paper work is submitted and approved. An additional \$100 fee will be required if commercial or entertainment vehicles will be parked on the rented premises.

**Damage/Debris Deposit:**

A \$100.00 refundable reservation/damage/trash deposit is required when reserving a facility. The Shelter/Pavilion area will be inspected by Management Authority staff after the event. If the area is free of damage, debris and/or trash, the Damage Deposit will be available for pick-up within 30 (thirty) business days after the event.

**Permits & Insurance:**

Permits and Certificates of Insurance for propane tanks, recreational equipment, video game busses, tents, and/or caterers must be posted at the site on the day of the event.

**Cancellation Policy:**

CANCELLATION of reservations must be made at least 7 days prior to the event date in order to receive a refund of rental and deposit fees. If cancellation is not made at least 7 days prior to the event date your rental fee will be forfeited, and your damage deposit will be returned within 10 working days. Due to inclement weather and/or high water, events are subject to cancellation by the NFPAMA. Your rental fee and deposit will be refunded within 10 working days.

**Restroom Facilities:**

Reservations give exclusive use of the covered portion of the shelters only. RESTROOM FACILITIES located in/near the shelter must remain open to the general public. The restrooms are closed at 7:30 p.m.

**Electrical/Water Supply:**

There is currently access to electrical outlets and outdoor water spigot at Shelter Nos. 2 & 3.

**Musical Restrictions:**

Music must be kept a level not to exceed 80 decibels from a distance of 50 feet, per City of New Orleans Noise Ordinance Section 66-203, Paragraph 3. **KARAOKE, DJ, LARGE SOUND SYSTEMS AND LIVE MUSIC ARE STRICTLY PROHIBITED.** The Orleans Levee District Police have the authority to enforce the noise ordinance and discontinue music for the duration of the event in accordance with these restrictions.

**Special Entertainment:**

**LIVE PONIES, BASEBALL and GOLF ACTIVITIES, GENERATORS, WATERSLIDES, BOUNCY HOUSES, SWIMMING POOLS AND ROCKWALLS ARE PROHIBITED ON LEVEE BOARD PROPERTY.**

**Barbecue/Cooking Restrictions:**

There are no barbecue pits on Lakefront grounds, but you are welcomed to bring your own. Charcoal must be contained in a pit and disposed in a metal trash receptacle after all heat has been extinguished. Charcoal must never be placed directly on the ground. Boiling crawfish is permitted; however, **NO COOKING or B-B-Q IS PERMITTED UNDERNEATH the SHELTER or PAVILION ROOF.**

**Decorations:**

Nothing is to be painted, nailed, tacked, glued or stapled to any table, tree or building structure. All signage and/or decoration must be removed at the end of the event.

**Permit:**

The Non Flood Authority Permit will be displayed at the shelter site at least 24 hours prior to the event.

**Police Detail:**

Should you desire police detail at your event, please contact Orleans Levee District Police Dept. - Lt. Bruno Mason at (504) 283-9800 or (504) 259-9816. Minimum police detail of four (4) hours is required. **All events with 100 or more participants require special Police Detail Security.**

**Hold Harmless Agreement & Permit Agreement:**

A Hold Harmless Indemnification Agreement and an approved Permit Agreement are required for all events.

**Religious Organizations:**

May be allowed to conduct services before 7:00 a.m. and set up seats in lakefront areas by permit only.

**NOTE:\* SELLING OF ALCOHOLIC BEVERAGE, DRINKS, FOOD, CRAFTS, GOODS, ETC. ARE PROHIBITED**

**\* COMMERCIAL ACTIVITY IS PROHIBITED**

**\*JUVENILE CURFEW WILL BE ENFORCED**

**\*TENTS MUST BE VISIBLE FROM ALL SIDES and MUST NOT STAKE INTO THE GROUND.**

In the event of physical damage or alteration of any kind is discovered, complete restoration of any such property damage or alteration will be the sole responsibility of the promoter to the fullest satisfaction of the Orleans Levee District.

The event must be family oriented. Unbecoming activity by the general public or promoters will not be tolerated and will be addressed by the Orleans Levee District Police Department.

**Special Events:**

The shelter rental rate applies to private rental only. Special events (i.e. races, movie shoots, and/or organized functions) must be coordinated with the Management Authority Permit Office at (504) 293-2474.

**NON-FLOOD PROTECTION ASSET MANAGEMENT AUTHORITY**

**6001 Stars & Stripes Blvd., Suite 233**

**New Orleans, LA 70126**

**(504) 355-5990 Fax (504) 539-4283**

**E- Mail: [permits@nfpama.com](mailto:permits@nfpama.com)**

**FOR ASSISTANCE ON WEEKENDS PLEASE CONTACT:**

**ORLEANS LEVEE DISTRICT POLICE DEPARTMENT**

**(504) 283-9800**

***Requestor agrees to be bound and abide by all the procedures for use of the Shelters on Lakeshore Dr., and by all Requirements and Restrictions (copies of which are attached to this Permit Application).***

**(Initial)**