



Walter B. Jacobs Nature Center and Event Center Special Events Application

1. RENTALS - AGE/HOURS/MAINTENANCE

All those entering into a rental agreement must be at least 21 years of age. Rental hours must end at 12:00am. Rental hours include time for clean-up. General clean-up includes removal of decorations, placing all bagged garbage in designated area inside the dumpster, cleaning spills and leaving facility as found.

2. RENTAL APPLICATION

This application must be COMPLETED and forwarded to the Events and Marketing Specialist office, 30 calendar days prior to the 1st day of the event. ***Submission of this application does not confirm event. The Events and Marketing Specialist must review and approve the COMPLETED event application.** Applications must be submitted to kbeauchamp@caddo.gov.

3. APPLICATION REVIEW AND APPROVAL

Once application has been reviewed and approved by the Events and Marketing Specialist, a contract between the Parish of Caddo and the applicant will be issued. The Contract must be signed and returned 30 calendar days prior to the 1st day of the event. The Certificate of Liability Insurance must be sent in along with the permit application.

4. RENTAL PAYMENTS

All payments for rental of the facility, must be paid 60 calendar days prior to the 1st day of the event. Payment can be, money order, cashier's check or credit card (MasterCard, Visa, American Express or Discover). All payments for Police & EMS & Fire Prevention services during the event must be paid at the end of the event day(s). Payment must be made directly to the individual Caddo Parish Sheriff Officer(s) in the form of cash or personal check ONLY. Payment must be made directly to the individual Shreveport Police Department Officer(s) and the Shreveport Fire Department Officer(s) in the form of cash or money order ONLY. Documentation confirming procurement of a post certified officer must be submitted to the Events and Marketing Specialist.

5. NONCOMPLIANCE

Failure to comply with the above regulations will result in immediate cancellation of the event. Once the event has been approved, NO CHANGES may be made in the plans you presented without the Events and Marketing Specialist approval FIRST. No advertisement or invitations for the event may be made without APPROVAL from the Events and Marketing Specialist FIRST and the execution of the contract. **NOTE: Only the renter or their designated representative is authorized to make changes to, or discuss, the rental.** Any misrepresentation in this application or deviation from the final agreed upon activities and/or method of operation described herein may result in the immediate revocation of the permit and termination of the contract and/or cancellation of the event. *If you have any questions, please call (318) 929-2806.*

6. FIREARMS

No firearms of any kind are permitted on park grounds or facilities.

7. SMOKING

Walter B. Jacobs Nature Center and Event Center are **SMOKE FREE FACILITIES.**



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8. CODE OF CONDUCT FOR RENTER & GUESTS

Please be respectful of other guests, our staff, facilities and park rules at all times. The use of swearing, vulgar or offensive language is not permitted. Anyone not following the conduct code will be at risk of being removed from the park, with no refund given.

9. LOST ITEMS

The Parish of Caddo is not responsible for any items that are left or lost in rented facilities, personal vehicles or park grounds.

10. LIVE OR RECORDED MUSIC

Live and/or recorded music is allowed at Walter B. Jacobs Nature Center and Event Center. At no time can music or other entertainment interfere with other programs on-site or the immediate surroundings. Any live entertainment, musical instruments, loudspeakers, sound amplifiers, public address systems, etc. must be approved by the Events and Marketing Specialist. If any equipment or electrical needs associated with the rental is deemed excessive by the Events and Marketing Specialist, appropriate liability insurance will be required.

11. ELECTRICAL AND COMMUNICATION WIRES | TRIPPING HAZARDS

All electrical and telecommunication wires needed for the event are the Renters responsibility, shall ensure safety for "all" guests, and prevent common issues like tripping hazards. On-site staff will conduct pre-event inspection and recommend approved protective covers or ramps, if needed.

12. DECORATIONS

All decorations must be removed and all garbage must be bagged and placed in the designated trash receptacles and/or dumpster, immediately following the event.

- All rental décor shall comply with state fire codes.
- All decoration schematics, including location and installation methods, must be reviewed and approved by the Events and Marketing Specialist.
- Silk flowers/petals, rice glitter, sparkles, confetti, and flame candles are prohibited. Note: bird seeds, popcorn, bubbles, tea lights, and real flower petals are allowed.
- NO items of any kind may be affixed/tacked/nailed to event space walls.

13. RENTER OR DESIGNATED REPRESENTATIVE REQUIRED FOR EVENT SET-UP

Renter or designated representative shall be present for event set-up. The Event and Marketing Specialist or related Caddo Parish staff will not change, modify, or discuss specific contract or rental issues with anyone but Renter and/or the designated representative.

14. WALTER B. JACOBS MEMORIAL NATURE PARK-TRAILS

Walter B. Jacobs Memorial Nature Park trails are available for attendees to use at their own risk - during daylight hours only. Be aware of tree roots, other tripping hazards, wildlife, plants, environmental conditions,



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and naturally occurring dangers. Stay on marked trails, be cautious around steep slopes, loose rocks and slippery areas near water. Respect Wildlife: Harassing or killing of any wildlife (including venomous snakes) is prohibited.

15. WALTER B. JACOBS MEMORIAL NATURE PARK | PHOTOGRAPHY RATES & GUIDELINES

See attached professional/amateur photography rates and guidelines for Walter B. Jacobs Memorial Nature Park.

RENTAL FEE INFORMATION

- A 20% deposit is required to hold your reservation. No rental reservation is considered reserved or booked by the Parish of Caddo until the 20% rental deposit is received and the contract agreement is signed by both parties.
- The rental deposit will be applied to your rental payment. The full rental payment is due 30 calendar days before the start of your rental period.
- If damages occur to the facility during the rental, the Renter will be financially responsible for all damages.
- Damages, or failure to completely restore the facility or facilities to pre-event conditions can result in additional financial charges and/or Renter to be put on the official "Do Not Rent" list.

CANCELLATIONS

- Deposit will be returned to Renter if cancellation notice is given 30 days or more, prior to the rental date. If notice is given within 30 days of the rental date, the entire deposit will be forfeited.
- Renter may be allowed to postpone or reschedule the event under his/her original contract, given another date is available. Renter must meet with the Events and Marketing Specialist to schedule another event date prior to the event. If no prior notice by the Renter is given to the Events and Marketing Specialist, all events are expected to proceed as scheduled.
- The Events and Marketing Specialist will allow an event to be rescheduled, if the site must be closed due to inclement weather (dangerous conditions: severe weather, flooding, hurricane conditions, etc.) or any other foreseen situation.
- Parish of Caddo reserves the right to cancel or terminate the event for reasons, including but not limited to: staff deems the event is likely to cause a disturbance of the peace, endanger persons or property, or if there is any significant deviation in the nature of the event that violates any parish law/ordinance or Caddo Parish Parks and Recreation Department policy.

REQUIRED LAW ENFORCEMENT (Weddings and Special Events)

- It is at the discretion of the Events and Marketing Specialist to determine if a rental will have security requirement. *NOTE: Caddo Parish Parks and Recreation Department policy requires armed law enforcement officer(s) for events in which alcohol is being served. Law Enforcement shall be on-site 1 hour prior to the start of the event, remain throughout the duration of event and leave no later than 30 minutes after event and/or remain until the general public has left park site.*



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PARKING

- **Public parking** is on a first come, first serve basis.
- **Free parking:** the black main asphalt parking lot will be the primary public parking area for both WBJ Memorial Nature Center and Event Center.
- The **fire lane** in the driveway of the WBJ Memorial Nature Center and Event Center is **DROP OFF/PICK UP ONLY. NO PARKING.**
- Events using a **valet service** must provide a parking plan.
- It is the responsibility of the organizer to make sure that valet and customers do not park illegally, block other customers, driveways, fire lanes, etc.
- **Buses:** Bus drivers may be directed by on-site staff or security personnel to park in other designated areas of the park, once bus patrons are dropped off.



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EVENT INFORMATION

Public (*Free to anyone*) Private (*Invitation only*) Ticketed Requested

Event Day & Dates: _____

Location of Event (*Select ALL that apply*): WBJ Nature Center Event Center

Type of Event (*Select ALL that apply*): Reception/Social Banquet Wedding/Reception Birthday Party Dance
 Graduation Seminar Trade Show Career/College Fair Other: _____

Title of Event: _____

Applicant's Name: _____ Title: _____

Producing Organization* (*If applicable*) _____

**Must match the insurance certificate*

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: Day _____ Evening: _____ Cell: _____ Fax: _____

Email: _____

Event Coordinator (*If different from applicant*): _____

Phone: Day _____ Evening: _____ Cell: _____ Fax: _____

Email: _____

EVENT SCHEDULE

Single Day Event (*Load-in, setup, breakdown, and load-out must all be completed within the same day.*)

Set Up/Load in: Start Time _____ End Time _____

Actual Event: Start Time _____ End Time _____

Doors Open to Public at _____

Break down/Load out: Start Time _____ End Time _____

Multiple Day Event** (**Attach detailed schedule** for all multiple day events, including vendor load in/out)

***A detailed timeline for deliveries, setup, breakdown, equipment rentals, and vendor load-in/load-out must be submitted at least 14 days before the first day of the event. All dates and times must be finalized no later than 10 days prior to the event's start.*

Estimated Total Attendance _____ Maximum Peak Attendance _____ Past Total Attendance _____

Number of Volunteers/Personnel on Site _____ Age Range of Attendees _____



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ADVERTISING FOR EVENTS IN PUBLIC FACILITIES

Please provide a copy of all advertising, event flyers, programs, invitations, etc.

No advertisement or invitations for the event may be made without **APPROVAL** from the Events and Marketing Specialist **FIRST** and the execution of the contract. In **NO** case shall the number of tickets printed or sold **EXCEED** the maximum occupancy of the facility rented.

Please describe the type of promotion you will be using:

- Television Radio Posters Billboards City Calendar Flyers Newspaper Advertising Invitations
 Website _____ Social Media _____ Other _____

Contact name & phone number to be used for public information _____

There will be no banners, logos, advertising, etc. displaying in a public facility that in any way conflicts with any existing or future contracts or agreements between the Parish of Caddo and any other party. No samples or products may be sold or given away which conflicts with any existing or future contract. (A list of agreements and contracts will be provided upon request).

PARKING PLANS

Please choose the type of parking you will be using:

- Public Valet (parking plan must be provided) Will there be buses? Yes No If yes, how many? _____

EVENT DETAILS

Will admission fees be charged prior to event? Yes No If yes, how much? _____

If yes, where are the admission fees listed? _____

Will admission fees be charged at the door? Yes No If yes, how much? _____

Under NO circumstances shall the number of tickets issued surpass the facility's maximum occupancy limit.

WBJ Nature Center: 296 Capacity | Event Center: 400 Capacity

SET-UP PLAN (DIAGRAM)

The set-up plan (Diagram) for the event must be submitted with the application in full, and be provided at least 10 days prior to event. Please include the following information:

Seating /Table Arrangements

Seating type: *(Tables must remain covered during the event and be cleared at its conclusion.)*

- Round Tables (60-inch diameter; seats up to 8 people.)
 Rectangle (6-foot table: seats up to 6 people; 8-foot table: seats up to 8 people.)
 Chairs Only (Theater style)

Staging/Sound/Decorator/Contractor/Other vendor: Yes No If yes, please provide details below.

Contact Name _____ Phone Number _____

Contact Name _____ Phone Number _____

Contact Name _____ Phone Number _____

Please ensure that any pipe and drape used does not block or obscure any exit doors, including folding wall doors. Hanging from the ceiling is strictly prohibited.



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Sound System

In House system (*Best used for speaking, not music*) Providing own microphone system

Electrical Hook-up (*Any vendor needing more than a standard 110v 20a outlet must submit the request in writing at least 10 days prior to the event*) **NOTE: Additional electrical service cost will be the responsibility of the Renter.**

Booth Exhibits: Anticipated # _____

DJ _____ Live Band _____

***No substitutions or changes to live entertainment groups are permitted without prior approval from the Event Task Force.*

NO fire or pyrotechnics may be used at the facility. Smoke/fog machines may be permitted.

Does your event involve the use of smoke or fog? Yes No

Please describe _____

- Shreveport Fire Dept Fire Prevention office must be contacted at minimum of 30 days prior.
- State Fire Marshal office may also be required.

Bounce Houses/Inflatables

If park space is available, bounce houses/inflatables must be pre-approved by Events and Marketing Specialist or Walter B. Jacobs Nature Center staff. Only one dry inflatable will be allowed and may not exceed 30'L x 15' W x 18'H, operated by a quiet run generator only (electricity is not available). Water slides, water games, swimming pools, dunk tanks; petting zoos, pony/horse rides, amusement rides or any other equipment not inherent to park property is prohibited. Inflatable provider insurance (\$1 million general liability) is required.

CATERING

Kitchen Usage (select one):

No kitchen use required Staging/Prep area only Full kitchen use

If "Full kitchen use" is selected, indicate equipment to be used (select all that apply):

Dishwasher Refrigerator/Freezer Ice Machine Warmer(s)

Meals must be provided by an approved caterer. Caterer must provide a Product Liability/General Liability Certificate of Insurance.

Food Caterer Information:

Company Name _____ Phone _____

Contact Person _____ Email _____

Alcoholic Beverages:

Will alcoholic beverages be sold/served/consumed? Yes No

Alcohol Caterer Information:

Company Name _____ Phone _____

Contact Person _____ Email _____



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Special Event Liquor Permit should be requested from the City of Shreveport – ABO office no later than 10 days prior to the event. State of Louisiana Permit is required no later than 30 days prior to the event. Alcohol is only permitted for private rentals during non-operational hours. The “Alcohol Provider” MUST have a licensed bartender(s) and provide a copy of their licenses(s) and \$1,000,000 liquor liability insurance.
NOTE: All alcoholic beverages are to be consumed inside the designated rented facility.

Please initial the statements below:

- Permits must be submitted to the facility (WBJ Nature Center or Event Center) prior to the event date.
- Beer trailers are prohibited inside either facility (WBJ Nature Center or Event Center).

COST ASSOCIATED WITH EVENT

- Final payments for rental of the facility, must be paid 30 calendar days prior to the 1st day of the event. Payment can be, money order, cashier’s check or credit card (MasterCard, Visa, American Express or Discover).
- All payments for Police & EMS & Fire Prevention services during the event must be paid at the end of the event day(s). Payment must be made directly to the individual Caddo Parish Sheriff Officer(s) in the form of cash or personal check ONLY. Payment must be made directly to the individual Shreveport Police Department Officer(s) and the Shreveport Fire Department Officer(s) in the form of cash or money order ONLY.
- Law Enforcement cost/fees will be provided by the Caddo Parish Sheriff’s Department by calling (318) 681-1119 | Shreveport Police Department by calling (318) 673-6945 or (318) 673-6946. The requirements of having EMS (318) 673-6720 or Fire Prevention (318) 673-6740 on-site will be evaluated and made on the basis of each event by the Events and Marketing Specialist.

CONTACTING AND ASSOCIATED COST FOR REQUIRED LAW ENFORCEMENT

- Contacting and cost of **REQUIRED** law enforcement is the responsibility of the Renter. The number of required law enforcement officers will be determined by the Events and Marketing Specialist, Caddo Parish Sheriff’s Office or Shreveport Police Department.
- Renter is responsible for contacting the Caddo Parish Sheriff’s Office, Shreveport Police Department and/or the Shreveport Fire Department at least two (2) weeks prior to the event.

LIABILITY | INSURANCE REQUIREMENTS:

For the application to be approved, the applicant must submit a “Parish-Approved” Certificate of Liability Insurance naming the Parish of Caddo as the additional insured. The Certificate must have the Parish of Caddo as the certificate holder. **The Insured must match the Producing Organization or Applicant’s Name and information.**

The Certificate of insurance must be submitted with this permit application. The time limit on the policy must include set-up and take- down times, as well as the time of the event. The beginning of the set-up is to include deliveries prior to the event date, such as tents, flowers, decorations, portable toilets, etc. User’s insurance is to be written by companies licensed to do business in the State of Louisiana at the time the policies are issued and will be written by companies with A.M. Best ratings of B+VII or better otherwise acceptable to the City. **All insurance policies must have a 30 day Notice of Cancellation Endorsement, and Parish of Caddo as the Additional Insured.**



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The Applicant will, at his/her own expense, provide and maintain certain insurance in full force and effect at all times during the term of the agreement. Such insurance, at a minimum, must include the following coverages and limits of liability:

- a. Commercial General Liability Insurance (CGL) in the amount not less than a combined single amount of \$1,000,000 (One Million) each occurrence and \$2,000,000 (Two Million) annual aggregate. This policy should be endorsed to name the Parish and the property owner as additional insured. This policy will contain the following endorsements in favor of the Owner:
 - i. Thirty (30) day notice of Cancellation Endorsement
 - ii. Additional Insured Endorsement Naming Parish of Caddo
- b. The CGL policy must be endorsed to remove the liquor liability exclusion contained in the policy if the contractor intends to allow the sale, serving, or consumption of alcoholic beverages at the event. Host Liquor Liability is required if not already in the policy.
- c. Insurance types, limits, & prices are subject to change, depending on the type of event.
- d. Worker's Compensation Insurance as required by laws of the State of Louisiana and Employer's Liability Insurance in a minimum amount of \$1,000,000 (one million). This policy will contain the following endorsements in favor of the Owner:
 - i. Thirty (30) day notice of Cancellation Endorsement
 - ii. Additional Insured Endorsement Naming Parish of Caddo
- e. Business Automobile Liability Coverage will protect against all claims for bodily injury or property damage, covering all owned, non-owned, and hired vehicles used in connection with the work including loading and unloading with minimum limits of \$100,000 (One Hundred Thousand) per person and \$500,000 (Five Hundred Thousand) per accident. This policy will contain the following endorsements in favor of the Owner:
 - i. Thirty (30) day notice of Cancellation Endorsement
 - ii. Additional Insured Endorsement Naming Parish of Caddo
- f. **No substitutions or modifications to the insurance requirements will be permitted without prior approval from the Caddo Parish Risk Manager.** For assistance, contact (318) 677-5310.

HOLD HARMLESS CLAUSE

Applicants (Organizations/Applicant) will indemnify, defend and hold harmless the Parish of Caddo, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney's fees, arising out of the permitted activity or conduct of permittee's operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death or injury to or destruction of property, including the loss of uses there from and (2) is not caused by any negligent act or omission of willful misconduct of the Parish of Caddo or its employees acting within the scope of their employment.



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The Parish of Caddo shall not be liable for Applicants' inability to hold the permitted activity for any reason including, but not limited to, catastrophe, act of war, civil disturbance, global pandemic, public health emergency, act of God or similar contingency beyond the reasonable control of the Parish of Caddo. Applicants shall take all such measures as may be necessary to develop contingency plans to mitigate any disruption for such permitted activity. Applicants will indemnify, defend and hold harmless the Parish of Caddo, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorney's fees, arising out of the Applicants' inability to hold the permitted activity.

APPLICANT STATEMENT

I, the undersigned, do attest that the information provided is true and correct to the best of my knowledge. If any part of this application **IS NOT TRUE**, then the application **WILL BE REJECTED** and/or the contract **WILL BE VOIDED**. I understand that it is my responsibility to ensure compliance with the following:

- a. The observance of all applicable laws and ordinances;
- b. Any stipulations or restrictions of the permit;
- c. The applicant will assume any and all liabilities that may arise by the permitted activity as noted in the above Hold Harmless Clause; and
- d. Applicant will notify the Events and Marketing Specialist or designee, in writing if any of the information given in this application changes ten (10) days prior to the first day of the event.

Please sign and date below to confirm that you understand and agree to follow the above regulations.

 Renter PRINT NAME _____
Date

 Renter SIGNATURE _____
Date

 Primary Phone _____
Primary Email Address

 Designated Representative for Renter PRINT NAME _____
Date

 Designated Representative for Renter SIGNATURE _____
Date

 Designated Representative Phone _____
Designated Representative Email Address



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OFFICE USE ONLY

EVENT INFORMATION

Event Day & Dates _____

Title of Event: _____

WBJ Memorial Nature Center Event Center

APPROVALS	DATE	APPROVED BY	NOTES:
Events & Marketing Specialist			
Legal/Risk Manager			
Caddo Parks & Recreation - Director			
Caddo Parish Sheriff's Office			
City of Shreveport Police Department			
Shreveport Fire/EMS			
Shreveport Fire Prevention			

Additional Notes:

Building Rent: \$ _____ per hour x No. of hours _____ = \$ _____ Cost: \$ _____

Set-up/Cleaning Fee = \$200.00 Cost: \$ _____

Additional Fees: _____ Cost: \$ _____

Total Cost \$ _____

Deposit Due (20%) \$ _____

FINAL PAYMENT DUE \$ _____



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Upon completion, please return this form to the Events & Marketing Specialist. All requirements listed below must be met, checked off, and submitted to our office prior to the event.

- Submit completed application to facility
- Provide Certificate of Insurance (see insurance requirements)
- Sign contract with facility
- Obtain Alcohol Beverage Permits (City of Shreveport and State of Louisiana), if alcohol will be served/sold/consumed
- Provide copies of all required documents to facility (WBJ Nature Center or Event Center) before event day
- Arrange for uniformed off-duty police officers for security (present before guests arrive and until facility is secured).
 - Caddo Parish Sheriff's Office: (318) 681-1119
 - Shreveport Police Department: (318) 673-6945
- If alcohol will be served/sold/consumed, use of only Caddo Parish Sheriff's Office or Shreveport Police Department officers
- Submit detailed schedule of deliveries, pick-ups, and catering timelines to Events & Marketing Specialist (10 days prior)
- Pay facility rental fee (no later than 60 days prior to event date)

Extra Event Details:

- I understand that facility staff will not bus tables; this is the renter's responsibility.
- I will ensure all tables are covered with linen, plastic, or paper coverings (coverings are not provided by the Parish of Caddo).
- I will clean and return all tables to bare condition after the event.



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Admissions & Rental Fees

Admission Fee - Adults.....	\$8
Admission Fee - Seniors (65+)	\$5
Admission Fee - Veterans/Active-Duty Military Personnel.....	\$5
Admission Fee - Students (Pre-School - High School, or ages 3-18, college w/id).....	\$5
Admission Fee - Ages 2 and Younger	No charge
WBJ Nature Center -Schools and Groups (Educational field trips).....	\$2.00 (Administration may waive)
Walter B. Jacobs Nature Center Full Exhibit Rentals.....	\$2,500/day plus additional staffing cost
Outreach Programs.....	\$50/hour
Birthday Parties (Room rentals - includes nature center, age 3 and up, max 30).....	\$100/hour
Birthday Party Add-on: group access to exhibit area	\$3/youth
Birthday Party Add-on: live animal encounter (30-45 min), or Craft Presentation (30 participants max).....	\$50
Birthday Party Add-on: Painting presentation (30 participants max).....	\$75
Photography Permit Fee - Single Session (Amateur and Professional).....	\$50
Photography Permit Fee - Annual Pass (Amateur and Professional).....	\$250
Event Center Rental - Educational and Classroom Events.....	\$50/hour; 2-hour min.
Event Center Rental - Meetings and Corporate Events.....	\$250/hour; 2-hour min.
Event Center Rental - Weddings (April - October).....	\$350/hour; 8-hour min.
Event Center Rental - Weddings (April - October).....	\$250/hour; 8-hour min.
Set up/ Cleaning Fee - Weddings and Special Events	\$200 flat fee in addition to hourly fee

All event center rental times include set-up and take-down. A 20% deposit is required for weddings and special events at least 120 days in advance, with full payment due 30 days prior to the event. A \$1 million liability insurance policy naming the Parish of Caddo as additional insured is required for all weddings, special events, and events serving alcohol. Security, provided by the Caddo Parish Sheriff's Office or Shreveport Police Department, is required for these events, and the applicant is responsible for arranging it. On-site EMS or Fire requirements will be determined by the Events and Marketing Specialist or designee, based on the event.