CLOSE ROADS FOR SPECIAL EVENT
(Road Closures, Block Parties, Parades, Fun Runs, Etc.)

Requestor: ________________________________

Organization: ________________________________

Street(s): ________________________________

City/State: ________________________________

Subdivision: ________________________________

Area (Off of Hwy): ________________________________

Phone/Cell/Fax: ________________________________

Mailing Address: ________________________________

E-mail Address: ________________________________

DIRECTIONS:

1) Fill out the Hold Harmless Agreement by listing all roads, times and dates.
2) Hold Harmless Agreement must be notarized and proof of insurance available upon request.
3) Fill out and sign the No Objection letter for the Sheriff’s office—Public Works will forward the paperwork for their approval.
4) Return all paperwork completed to our office

A final approval can be mailed, e-mailed or faxed as time allows.

Please feel free to contact our office with any questions or assistance with the forms at 985-898-2557.
HOLD HARMLESS AGREEMENT
FOR SPECIAL EVENT

The undersigned hereby agrees to hold the St. Tammany Parish Government, its elected or appointed officials, their agents, servants and employees free and harmless from any liability which could arise as a result of the conduct or actions of a (circle one) parade, block party, fun run, or other __________ (please specify) to be held on DATE: __________, TIME: ________. The undersigned agrees that liability insurance is being carried for this event.

This Hold Harmless is being supplied in connection with the use of the following Parish rights of ways:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signed by: ___________________________ Date: ___________________________

ATTEST:

Sworn to before me this __________ day of __________, 20 __________.

______________________________
Notary Public
Date: __________________________

St. Tammany Parish Sheriff's Office
Attn: Special Operations
P.O. Box 1120
Covington, La 70434

Major Brad Hassert
Fax: 985-276-1414

Dear Sirs:

I __________________________ am requesting a letter of no obligation be provided to the St. Tammany Parish Government in connection with the temporary use of parish roads or rights of way for the purpose of holding a (circle one) parade, block party, fun run, garage sale, etc. to be held on __________________________ between the hours of __________________________. We will provide a letter of indemnity proving we are carrying liability insurance for the event upon request.

The following Parish streets and/or rights of way which will be used for this event are as follows:

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

The St. Tammany Parish Government has no objection to this event, subject to receipt of a Hold Harmless Agreement and your approval (at bottom) of no objection. Please feel free to contact me at __________________________ if I can be of further assistance.

Signed By: __________________________ Date: __________________________

APPROVED: ST. TAMMANY PARISH SHERIFF’S OFFICE

Signed By: __________________________ Date: __________________________