

Ord 25-04

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER STRONG-THOMPSON; MOVED FOR ADOPTION BY COUNCIL MEMBER _____; SECONDED FOR ADOPTION BY COUNCILMEMBER _____

ORDINANCE NO. 25-04

AN ORDINANCE OF THE CITY OF MANDEVILLE REGULATING THE OPERATION OF ANY MOTORIZED CONVEYANCE ON SIDEWALKS WITHIN THE CITY LIMITS, AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City of Mandeville recognizes the need to ensure public safety and pedestrian accessibility on sidewalks;

WHEREAS, the operation of any motorized conveyances on sidewalks poses potential hazards to pedestrians and property;

WHEREAS, the City seeks to balance the needs of various modes of transportation with the safety and comfort of pedestrians;

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Mandeville, hereby creates and implements Section 13-17 Motorized Conveyances on Sidewalks in the Mandeville Code of Ordinances to read as follows:

1. Definitions. For the purposes of this Ordinance, the following definitions apply: (a) "Motorized Conveyance" means a conveyance propelled or driven otherwise than by muscular power (for example, electric, gas, battery) (b) "Sidewalk" means that portion of a street or roadway set aside for the exclusive use of pedestrians.

2. Prohibited Use of Sidewalks. (a) No person over the age of ten (10) years shall operate a motorized conveyance on sidewalks within the City of Mandeville. (b) Children aged ten (10) years or younger may operate motorized conveyances under 5mph on sidewalks, provided they do so in a safe manner that does not endanger or impede pedestrians. (c) In business districts or commercial zones, the operation of motorized conveyances on sidewalks is prohibited unless explicitly allowed by signage.

3. Exceptions. (a) This prohibition does not apply to mobility devices used by individuals with disabilities. (b) Law enforcement officers may operate motorized conveyances on sidewalks in the course of their official duties when necessary for public safety. (c) City workers or contractors hired by the City or authorized to do work by the City on the streets or sidewalks may operate motorized conveyances on sidewalks when necessary.

4. Enforcement and Penalties. (a) Any person found to be in violation of this Ordinance shall be subject to a warning for the first offense. (b) Subsequent offenses may result in fines not to exceed fifty dollars (\$50.00) per violation.

5. Severability. If any provision of this Ordinance or the application thereof is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end, the provisions of this Ordinance are hereby declared severable.

BE IT ORDAINED that this ordinance shall be effective following the Mayor's signature; and

NOW, THEREFORE, BE IT FURTHER ORDAINED that the Clerk of this Council be and is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAY:

ABSTENTIONS:

ABSENT:

And the ordinance was declared adopted this ____ day of _____, _____.

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman



INTEROFFICE MEMO

TO: Alicia Watts
Elizabeth Sconzert

FROM: Alia Casborné

DATE: February 18, 2025

SUBJECT: Special Events Application Recommendations

Please find below the Special Events Applications received and recommended for Council approval by the Special Events Committee.

City of Mandeville

Applicant: Alia Casborné

Mandeville Live! Free Friday Concert Series

Date/Time: Fridays (March 21, 2025 – May 9, 2025) – 6:30 p.m. – 8:30 p.m.

Rain Date: NA

Location: Mandeville Trailhead

Approval Requests:

- Council Approval to Apply for ATC Alcohol Permit

Contingencies:

- ATC Permit

Mandeville Family Reunion

Applicant: Susan Brady

Mandeville Family Reunion

Date/Time: Sunday May 25, 2025 – 10:00 a.m -8:00 p.m.

Rain Date: NA

Location: Mandeville Lakefront – Stage near Lafayette Street

Approval Requests:

- Lift the ordinance of food and drinks on the lakefront

Contingences:

- Approval of food and drinks on the lakefront.

VIA Link

Applicant: Sherrard Crespo

Child Abuse Prevention and Awareness Walk

Date/Time: Saturday April 12, 2025 – 7:30 a.m. – 11:30 p.m.

Rain Date: NA

Location: Lakefront Harbo to Gazebo Walk Path (See Map)

Approval Requests:

- Lift the ordinance of food and drinks on the lakefront

Contingencies:

- Approval of food and drinks on the lakefront.

Mandeville Lions Club

Applicant: Jason Band

Mandeville Food Truck Festival

Date/Time: Saturday May 10, 2025 – 4:00 p.m. – 8:00 p.m.

Rain Date: NA

Location: Private Property (Mandeville Lions Club)

Approval Requests:

- Council Approval to Apply for ATC Alcohol Permit

Contingencies:

- ATC Permit

Queer Northshore

Applicant: Mel Manuel

Pride Northshore Parade

Date/Time: Saturday June 7, 2025 – 4:00 p.m. – 9:00 p.m.

Rain Date: NA

Location: Parade – Lakeshore Boat Launch to Trailhead (See Map)

After Party at the Trailhead

Approval Requests:

- Council Approval to Apply for ATC Alcohol Permit for Trailhead
- Parade Route Approval

Contingencies:

- ATC Permit
- Parade Route Approval

Attachments

Mandeville Live



Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group City of Mandeville
Name of Authorized Representative Alia Casborne Non-Profit/Tax-Exempt # _____
Mailing Address 675 Lafitte Street
City Mandeville State LA Zip 70448
Applicant Phone # 985-624-3147 Alt. Phone # 985-630-0440
E-Mail acasborne@cityofmandeville.com Application Fee Paid? ☐ YES ☐ NO

Name of Event: Mandeville Live! Free Fridays
Date(s) of Event: Day Fridays Date 5/9/25 Time 6:30-8:30 Rain Dates(s) N/A
Event Location: Trailhead

Type of Event: ☐ New ☒ Recurring
☐ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____
Description/Purpose of Event Free Community Concerts Estimated Attendance 1000

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2	Is the event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4	Will you require barricades for the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5	Are you requesting that Police be present during the event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6	If you answered YES, to number 5, how many officers are you requesting	<u>1</u>	
7	If you are requesting Police, will they need to direct traffic?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8	Will alcohol be consumed, distributed, or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9	Will food be distributed, prepared or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will there be canopies or tents?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



14	Do you plan to provide portable toilets? * See Guidelines*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15	Will there be security staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
16	Are you planning to have amplified sound?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17	Will you need access to power or water? (please circle)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: _____

Alia Casborn

Printed Name: _____

Organization Represented: _____

City of Mandeville

Office Held _____

Director

Date _____

02/07/2025

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date on file

Certificate of Insurance? YES ☒ NO on file

DEPARTMENTAL EXPENSES

INITIALS

Police Department 200⁰⁰

AC

Fire District #4 TBD

AC

Public Works _____

TOTAL COSTS _____

Recommendation of Special Events Committee:

1 police officer for 4 hours @ \$50/hr. = 200

Approved:

[Signature]
Mayor Clay Madden

2-11-25
Date

City Council Approval

Alcohol Permit:

____ Yes ____ No

Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

____ Yes ____ No

Date Approved: _____

City of Mandeville
3101 East Causeway Approach
Mandeville, Louisiana 70448
985-624-3147 985-624-3149 Fax

****SPECIAL EVENTS (3-DAY)****
LIQUOR LICENSE APPLICATION

1. Liquor license to be issued to: City of Mandeville
2. Legal name(s): Individual, Partners, or Corporation Same
3. Apply for: Class "A" ☐ Class "B" ☒ / High Content ☐ Low Content ☐ / Restaurant ☐
4. Business location address 1075 Lakette Street, Mandeville, LA 70448
Telephone (985) 624-3147
5. Mailing address Same
6. Contact Person Alicia Casborne
Phone Number (985) 624-3147 E-Mail Address: acasborne@cityofmandeville.com
Fax Number () Web Address cityofmandeville.com
7. Type of organization:
☐ Individual ☐ Partnership ☐ Corporation ☐ Non-Profit ☐ LLP ☐ LLC ☒ Other Municipality
(If individual complete line A only)
8. If a Corporation, LLC, LLP, or Partnership, supply name, title, social security #, home address and telephone # of all officers, members, managers, partners, agents or other representative.
The list of names below should each furnish a notarized Schedule "A".

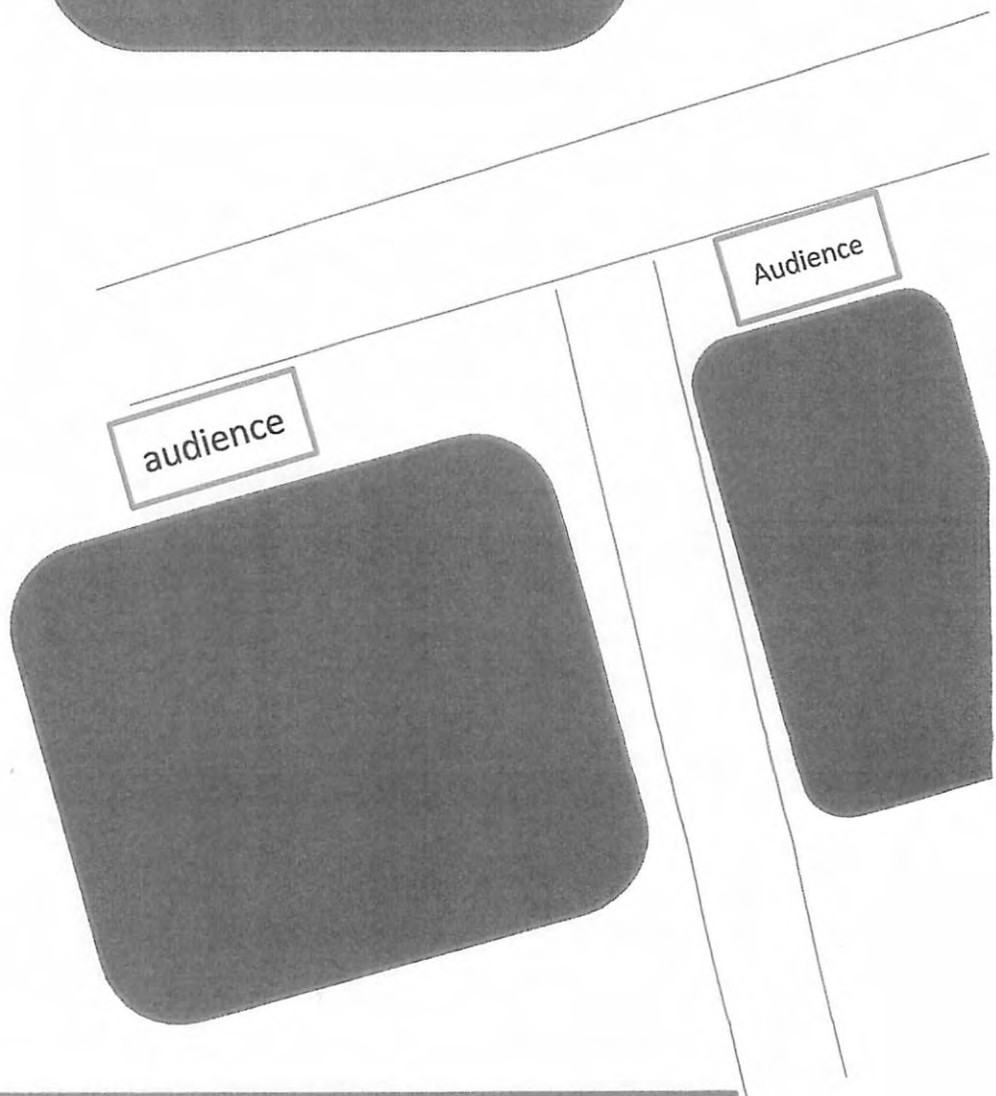
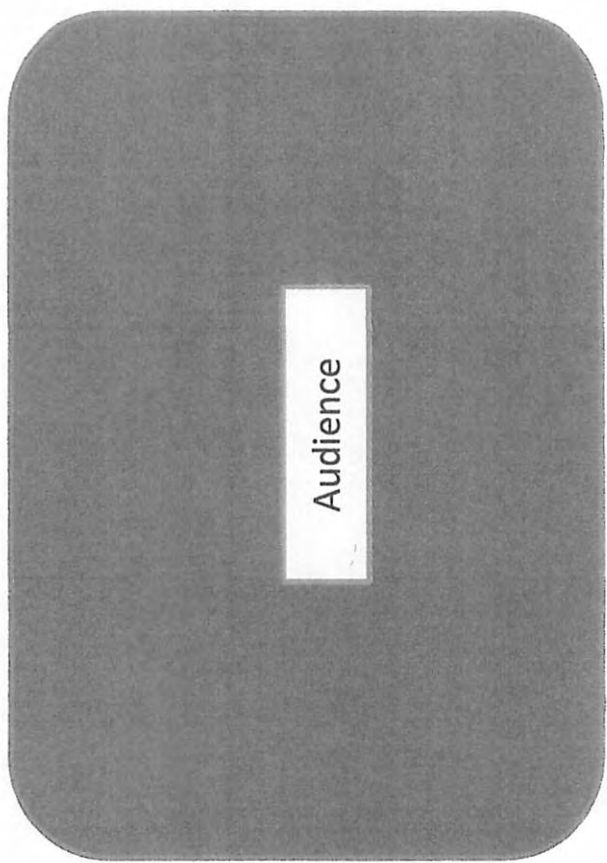
A	Name	Title	SSN	% Owned
	Resident Address	City State Zip	Home Phone Number	
B	Name	Title	SSN	% Owned
	Resident Address	City State Zip	Home Phone Number	
C	Name	Title	SSN	% Owned
	Resident Address	City State Zip	Home Phone Number	
9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? N/A If yes, list.
Trade name _____ Owner's name _____ address _____ License # _____
10. Does applicant hold State or City of Mandeville liquor license for current year at any other location?
N/A If yes: Name _____ Location: _____
11. Has applicant applied for state liquor license? NO
12. Has the applicant ever been denied a state or local liquor license? NO
12. Is premise located in an area where the sale of liquor is prohibited by local or state laws? NO
13. Is applicant the owner of the premises to be occupied? YES If no, does applicant hold a bona fide written lease? _____ (Supply copy of lease with application.)
14. If premises leased, give name and address of lesser. N/A
15. Describe the part of the building to be occupied by business: Amphitheater
16. Open date for this location 3/31-5/9
17. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
Free concert - concessions for sale

An original approved Sales Tax Clearance Certificate must be attached to the application, requested from the St. Tammany Parish Sales Tax Department (form attached).

I affirm that the information given on this application is true and correct.

Signature of Applicant Alicia Casborne Title: Director
Signature of Preparer _____ Date: _____

Trace



Family Reunion

City of Mandeville
675 Lafitte Street Mandeville,
LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group MANDEVILLE FAMILY REUNION
Name of Authorized Representative SUSAN BRADY Non-Profit/Tax-Exempt # 81-1461233
Mailing Address 2323 DOE COURT
City MANDEVILLE State LA Zip 70448
Applicant Phone # 985-264-3014 Alt. Phone # _____
E-Mail susanbrady70448@gmail.com Application Fee Paid? YES NO

Name of Event: MANDEVILLE FAMILY REUNION
Date(s) of Event: Day Sunday Date 5/25/25 Time 6:00-8:00 am Rain Dates(s) 5/26/25
Event Location: Mandeville Lakefront with most staging and music near Lafayette Street

Type of Event: ☐ New ☒ Recurring
☐ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____
Description/Purpose of Event Community Picnic Estimated Attendance 1500

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2	Is the event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4	Will you require barricades for the event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5	Are you requesting that Police be present during the event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6	If you answered YES, to number 5, how many officers are you requesting	<u>2-4</u>	
7	If you are requesting Police, will they need to direct traffic?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8	Will alcohol be consumed, distributed, or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9	Will food be distributed, prepared or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will there be canopies or tents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



14	Do you plan to provide portable toilets? * See Guidelines*	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
15	Will there be security staff?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
16	Are you planning to have amplified sound?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17	Will you need access to power or water? (please circle)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for Instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: _____

Printed Name: _____

Susan Brady

Organization Represented: _____

Mandeville Family Reunion

Office Held _____

Manager

Date _____

2-5-2025

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.

Child Abuse Walk

City of Mandeville
675 Lafitte Street Mandeville,
LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group VIA LINK
Name of Authorized Representative Sherrard Crespo Non-Profit/Tax-Exempt # _____
Mailing Address 5001 Hwy 190 East Service Rd
City Covington State LA Zip 70433
Applicant Phone # 504-708-2937 Alt. Phone # _____
E-Mail screspo@vialink.org Application Fee Paid? ☐ YES ☐ NO

Name of Event: Child Abuse Prevention and Awareness Walk
Date(s) of Event: Day 4/12/2025 Date / / Time 7:30-11:30 Rain Dates(s) _____
Event Location: Lakefront Harbor to the Gazebo

Type of Event: ☒ New ☐ Recurring
☐ Fundraiser ☐ Concert ☒ Race/Run/Walk ☐ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____

Description/Purpose of Event Awareness walk for Child Abuse Prevention Estimated Attendance 100
Month

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2	Is the event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4	Will you require barricades for the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5	Are you requesting that Police be present during the event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6	If you answered YES, to number 5, how many officers are you requesting	2	
7	If you are requesting Police, will they need to direct traffic?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8	Will alcohol be consumed, distributed, or sold at this event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
9	Will food be distributed, prepared or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will there be canopies or tents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No



14	Do you plan to provide portable toilets? * See Guidelines*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15	Will there be security staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
16	Are you planning to have amplified sound?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17	Will you need access to power or water? (please circle) both	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan **MUST** be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: Sherrard Crespo
Printed Name: Sherrard Crespo
Organization Represented: VIA LINK
Office Held Vice President of External Affairs Date 1/16/2025

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date 2/6/25

Certificate of Insurance? YES ☒ NO ☐

Will provide before Permit distribution

DEPARTMENTAL EXPENSES

INITIALS

Police Department

Fire District #4

Public Works

TOTAL COSTS

Recommendation of Special Events Committee:

Approved:

L. Clay Madden
Mayor Clay Madden

2-11-25

Date

City Council Approval

Alcohol Permit:

☐ Yes ☐ No

Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

☐ Yes ☐ No

Date Approved: _____



Lakeshore Dr, Mandeville, LA 70448 to
Lakeshore Gazebo, Lakeshore Dr, Mandeville, LA 70448

Walk 1.6 miles, 34 min



Map data ©2025 Google 1000 ft

- via Lakeshore Dr

34 min

1.6 miles
- via Lakeshore Dr

35 min

1.6 miles
- All routes are mostly flat



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Martin Insurance Agency Inc 4700 Orleans Avenue P.O. Box 19800 New Orleans LA 70179-0800		CONTACT NAME: Susan Cruthirds PHONE (A/C, No, Ext): (504) 488-6133 E-MAIL ADDRESS: Susan@Martin-Agency.com FAX (A/C, No): (504) 482-3514	
INSURED Via Link, Inc. 5001 Highway 190 Unit C-1 Covington LA 70433		INSURER(S) AFFORDING COVERAGE INSURER A: AmGUARD Insurance Comp INSURER B: Technology Insurance Co INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 011234	

COVERAGES

CERTIFICATE NUMBER: CL2441220410

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			C1GP3404187	04/25/2024	04/25/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			C2GP504182	04/25/2024	04/25/2025	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Liability \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			C3GP3404187	09/03/2024	09/03/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/>	N/A		TWC4431813	06/03/2024	06/03/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event Date: April 12, 2025

CERTIFICATE HOLDER

CANCELLATION

City of Mandeville 3101 East Causeway Approach Mandeville LA 70448	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Food Truck Fest



Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group MANDEVILLE LIONS CLUB
Name of Authorized Representative JASON BAND Non-Profit/Tax-Exempt # _____
Mailing Address P.O. Box 612
City MANDEVILLE State LA Zip 70470
Applicant Phone # 985-264-6315 Alt. Phone # _____
E-Mail teamjKpressurewashing@gmail.com Application Fee Paid? X YES NO

Name of Event: MANDEVILLE FOOD TRUCK FESTIVAL
Date(s) of Event: Day SATURDAY Date 5/10/25 Time 4-8 PM Rain Dates(s) NA
Event Location: MANDEVILLE LIONS HALL 720 LAFITTE STREET
Type of Event: ☐ New ☒ Recurring
☒ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____
Description/Purpose of Event FUNDRAISER Estimated Attendance 100+

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
2	Is the event open to the public?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
5	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="radio"/> Yes	<input checked="" type="radio"/> No
6	Will alcohol be consumed, distributed, or sold at this event?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
7	Will food be distributed, prepared or sold at this event?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
8	Will there be canopies or tents?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
9	Will there be vendor booths? Merchandise or product sales?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
10	Are you planning to have inflatable attractions, games or rides?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
11	Will there be bleachers, stages, fencing or other structures?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Please thoroughly read the details outlined in this application
and in the Special Events Guidelines.

City of Mandeville
3090 E. Causeway Approach
Mandeville, LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group MANDEVILLE LIONS CLUB
Name of Authorized Representative JASON BAND Non-Profit/Tax-Exempt # _____
Mailing Address P.O. Box 612
City MANDEVILLE State LA Zip 70470
Applicant Phone # 985-264-6315 Alt. Phone # _____
E-Mail teamjpressurewashing@gmail.com Application Fee Paid? X YES NO

Name of Event: MANDEVILLE FOOD TRUCK FESTIVAL
Date(s) of Event: Day SATURDAY Date 5/10/25 Time 4-8 PM Rain Dates(s) NA
Event Location: MANDEVILLE LIONS HALL 1720 LAFITTE STREET
Type of Event: ☐ New ☒ Recurring
☒ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____
Description/Purpose of Event FUNDRAISER Estimated Attendance 100+

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
2	Is the event open to the public?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
5	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="radio"/> Yes	<input checked="" type="radio"/> No
6	Will alcohol be consumed, distributed, or sold at this event?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
7	Will food be distributed, prepared or sold at this event?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
8	Will there be canopies or tents?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
9	Will there be vendor booths? Merchandise or product sales?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
10	Are you planning to have inflatable attractions, games or rides?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
11	Will there be bleachers, stages, fencing or other structures?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Please thoroughly read the details outlined in this application
and in the Special Events Guidelines.



12	Do you plan to provide portable toilets? * See Guidelines*	<input type="radio"/> Yes	<input checked="" type="radio"/> No
13	Will there be security staff?	<input checked="" type="radio"/> Yes MEMBERS	<input type="radio"/> No
14	Are you planning to have amplified sound?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
15	Will you need access to power or water? (please circle)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
16	Will there be any signs, banners, decorations, or special lighting?	<input type="radio"/> Yes	<input checked="" type="radio"/> No

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. Please indicate if you have obtained the required liability insurance for this event. If so, is a copy included with this application? YES ☐ NO ☐

The insurance certificate must be delivered to the City Clerk at least thirty (30) days prior to the event.

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions and with applicable laws and ordinances. The event organizer or other representative heading such activity shall carry the permit upon his person during the conduct of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has completed this application. He/She has read the Special Events Application and Guidelines, and agrees to comply with the requirements and guidelines as stated under penalty of fines set forth by ordinance.

Signature [Signature]

Printed Name Jason Brand

Organization Mandeville Mens Club

Title of Office PRESIDENT

Date 1/28/2005

Any expenses required of the applicant must be paid in advance at least 15 days prior to the event.

City of Mandeville
3090 E. Causeway Approach
Mandeville, LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date 1/26/25

Certificate of Insurance? YES ☐ NO ☐ Private Property

	DEPARTMENTAL EXPENSES	INITIALS
Police Department	_____	_____
Fire District #4	_____	_____
Public Works	_____	_____
TOTAL COSTS	_____	

Recommendation of Special Events Committee:

Event is held on Private Property.

Approved:

L. Clay Madden
Mayor Clay Madden

2-11-25

Date

City Council Approval

Alcohol Permit:

☐ Yes ☐ No

Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

☐ Yes ☐ No

Date Approved: _____



MANDEVILLE POLICE DEPARTMENT

Special Event Addendum

Special Events requiring a Police presence are either paid by the Event at a detail rate, or in rare instances, are paid by the City after approval by the Mayor and/or Council. In order to facilitate your Special Event application, please answer the following questions:

1. Beginning and end time of event: 4-8 PM

2. Location of event: MANDEVILLE LAWS CLUB

3. Will the event take place on a public roadway? YES ☒ NO

4. Are you requesting public streets be blocked off? YES ☒ NO

5. Are you requesting that Police be present during the event? YES ☒ NO

6. Are you paying for a Police detail? YES ☒ NO

7. If you answered yes to number 6, how many officers? _____

8. Name and contact number of Event official?

JASON BAND (985) 264-6315

9. Will alcoholic beverages be present? ☒ YES NO

10. Expected number of people at event? 100+

City of Mandeville
3101 East Causeway Approach
Mandeville, Louisiana 70448
985-626-3144
985-626-7929 Fax

SPECIAL EVENT

LIQUOR LICENSE APPLICATION

1.	Liquor license to be issued to:	MANDERVILLE LIONS CLUB
2.	Class A (on premises) Liquor	Wine X Beer X
3.	Name of Event	MANDERVILLE FOOD TRUCK FESTIVAL
4.	Location of event	720 LAFFITE ST.
5.	Date of Event (limit of 3 consecutive days)	5/10/25
6.	Time each day	4-8 PM
7.	Type of Event	RAISE FUND
8.	Mailing address	
9.	Organization Chairman or Contact Person	JASON BAND
10.	List of Officers or Owners. The list of names below should each furnish a notarized Schedule "A".	JASON BAND PRESIDENT
11.	Is premises owned by applicant? If no, attach copy of lease or contract.	YES
12.	Does applicant hold State or City of Mandeville liquor license for current year at any other location? If yes: Name Location	NO
13.	Has the applicant ever been denied a state or local liquor license?	NO
I affirm that the information given on this application is true and correct.		
Signature of Applicant		
Title: PRESIDENT		
Date		

Phone Number
E-Mail Address: Teamjxpresswvashng@gmail.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance Services, Inc. 1900 E. Golf Rd., Ste. 225 Schaumburg, IL 60173	CONTACT NAME: Bryan Adams		
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 847-934-6186	
	E-MAIL ADDRESS: lionsclubs@dspins.com		
INSURED Mandeville Lions Club Mandeville, Louisiana	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: ACE American Insurance Company		22667
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			HDOG48914445	09/01/2024	09/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISAH10835549	09/01/2024	09/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$


DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above:
During Above Policy Period

Lions Club Events

The following persons or organizations granting use of real property, including structures thereon are included as Additional Insured(s), but only with respect to General Liability arising out of the use of premises by the insured shown above and not out of the sole negligence of said additional insured.

City of Mandeville

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER City of Mandeville 1301 E. Causeway Approach Mandeville, Louisiana 70448	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Pride Northshore



Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group Queer Northshore

Name of Authorized Representative Mel Manuel

Mailing Address 508 Loden Way
Non-Profit/Tax-Exempt # 92-2975618

City Mandeville

State LA Zip 70447

Alt. Phone # 504 258 2882

E-Mail INFO@QUEERNORTHSHORE.ORG

Application Fee Paid? X YES NO

Name of Event: PRIDE Northshore

Date(s) of Event: Day Saturday Date 06/07/25 Time 4-6 Rain Dates(s), _____

Event Location: Mandeville Lakefront

Type of Event: ☐ New ☒ Recurring
☐ Fundraiser ☐ Concert ☐ Race/Run/Walk ☒ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____

Description/Purpose of Event Celebration of PRIDE month

Estimated Attendance 700 people

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2	Is the event open to the public?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4	Will you require barricades for the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5	Are you requesting that Police be present during the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6	If you answered YES, to number 5, how many officers are you requesting	12
7	If you are requesting Police, will they need to direct traffic?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8	Will alcohol be consumed, distributed, or sold at this event? At trailhead	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9	Will food be distributed, prepared or sold at this event? At trailhead	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10	Will there be canopies or tents? At lineup area	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

700 (Paraders)



14	Do you plan to provide portable toilets? * See Guidelines*	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
15	Will there be security staff?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
16	Are you planning to have amplified sound?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17	Will you need access to power or water? (please circle)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting? walking banners	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

- If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
- If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
- If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
- A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduct of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: Mel Manuel
Printed Name: Mel Manuel
Organization Represented: Queer Northshore
Office Held: Co-director
Date: 2/5/25

Please email completed application to acasborne@cityofmandeville.com.
Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date 2/5/25

Certificate of Insurance? YES ☒ NO ☐ To Be updated

DEPARTMENTAL EXPENSES

INITIALS

Police Department 3120 (12 police - \$45/hr) 4 hrs [Signature]

Fire District #4 Trailhead Detail Extra [Signature]

Public Works 1 hour 4 hours needed [Signature]

TOTAL COSTS _____

Recommendation of Special Events Committee:

How Many marching groups? Total marchers?

Public Works Detail @ Trailhead

Trailhead Police

Approved: [Signature]
Mayor Clay Madden

2-11-25
Date

City Council Approval

Alcohol Permit:

____ Yes ____ No Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

____ Yes ____ No Date Approved: _____

MANDEVILLE TRAILHEAD RENTAL GUIDELINES

- All persons or groups wishing to rent the Mandeville Trailhead Amphitheater for an event are required to enter into a rental/use agreement with the City of Mandeville. The agreement must be signed by the renter or renter's representative.
- The fee for weekend rentals (Friday night, Saturday or Sunday) is \$600.00, which includes a \$150.00 deposit to reserve a date. If two adjacent dates are rented (e.g. Friday night & Saturday or Saturday and Sunday) only one deposit is collected for the two dates. At the close of the event(s) if there are no damages, clean-up is satisfactory, and the Trailhead is left in its pre-rental condition, the deposit will be returned.

Refundable Facility Deposit: \$150 Non-Profit 501 (c) (3): 25% Discount	Monday – Thursday 8:00 a.m. – 4:30 p.m.	Friday - Sunday After 4:30 p.m.
4 Hours (Includes setup and takedown)	\$400/\$300 (NP)	\$600/ \$450(NP)
8 Hours (Includes setup and takedown)	\$900/\$675 (NP)	\$1,000/\$750 (NP)
With Museum	+\$100/\$75 (NP)	+\$200/%150 (NP)
Street Closure (Block) w/Approval	\$300/\$225 (NP)	\$300/\$275 (NP)

- **Non-Profit deposit \$100.** Non-profit status includes organizations, groups, or individuals that are certified through the Secretary of State's Office registered as a charity, non-profit, or tax-exempt as certified by the IRS and/or the Louisiana Secretary of. A copy of the letter verifying such status is required.
- **Payment in full is due no later than 2 weeks prior to the rental date. Failure to meet this requirement may result in forfeiture of any payments that have been made toward the rental.**
- The rental period provided for a rental includes set-up and/or decorating prior to the event, and clean-up following the event. All clean-up and restoration activities are to be completed by the end of the specified rental period.
- The City of Mandeville requires that a police security officer be on premises for a 4-hour period at any rental when alcoholic beverages are served. The cost for the **police detail is \$50.00 per hour for a total of \$200.00.** The Mandeville Police Department determines total amount of presence for even (Police Addendum included in application packet). The renter makes arrangements to pay the Mandeville Police Department directly for the detail.
- No individual bottled beverages (beer or soda) are allowed on the premises, including the parking lot area. Canned or keg beer, or sodas in cans or plastic bottles are acceptable. Liquor or wine bottles are acceptable since these drinks will be poured and served in cups.
- The sale of alcoholic beverages is strictly prohibited unless a liquor permit has been obtained from the City of Mandeville and State of Louisiana (ATC).
- The Renter is solely responsible for cleaning the facility following their event. The Trailhead is to be left in the same order as it was prior to the rental event. Renters are to provide a supply of extra-large garbage bags/boxes for use during clean-up.

3 public works

- Renters are responsible for removing any litter (plates, cups, napkins, cans, etc.) that their guests might leave on the grounds, parking lot areas, sidewalks, etc. The deposit may be forfeited if the interior and/or exterior of the Trailhead are not cleaned to the satisfaction of the on-duty staff person.
- Renters are obligated to abide by the provisions of the signed rental agreement and these Rental Guidelines.

MANDEVILLE TRAILHEAD STANDARD RENTAL AGREEMENT

This document, entered into this 5th day of February, 2025, constitutes an Agreement between the City of Mandeville, hereinafter referred to as City, and Queer Northshore, hereinafter referred to as Renter or by Renters Authorized Representative, Mel Manuel, For use of the Mandeville Trailhead located at 675 Lafitte Street, Mandeville, LA, for the specified event on the specified date and time, as indicated below. The Renter's contact information is: Address: 508 Loden Way; City: Madisonville
 State: LA Zip 70447 Phone or Cell Number: 504 388 6765; Email: info@queernorthshore.org
 Event: PRIDE Northshore Date: 06/07/25 Time: 2 AM | PM to 10 AM | PM
3 9

The Trailhead is to be notified at least 3 days prior to the rental date if cancellation becomes necessary. Failure to meet the 3-day cancellation requirement may result in forfeiture of all payments that have been made toward the rental. To cancel, please call the (985) 624-3147 during normal working hours (8:30 am – 4:30 pm).

The deposit reserves your date and serves as the damage/cleaning deposit. If there are no damages and the clean-up is satisfactory, the deposit will be refunded to the renter by check. Payment in-full is due no later than 2-weeks prior to the rental date. Failure to comply is subject to forfeiture of the deposit. Make checks or money orders payable to the "City of Mandeville".

PAYMENT RECORD:

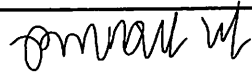
Payment Date	Amount Paid	Indicate Cash or Check No.	Receipt #	Balance Due	Payment Deadline

NOTE: A \$25.00 FEE WILL BE CHARGED FOR ALL CHECKS RETURNED FOR INSUFFICIENT FUNDS.

The "Rental Guidelines" are included as part of this Rental Agreement. The Rental Guidelines provide details of the regulations and procedures for renting the Mandeville Trailhead. Renters are encouraged to thoroughly read these guidelines.

The Renter's signature below signifies that the Renter agrees to comply with the terms of this Agreement and to abide by the Rental Guidelines as set forth.

SIGNED:



Renter or Authorized Representative

Authorized Agent for City of Mandeville



☐ RESIGNS/RENEWALS
☐ NEW OWNER

Service Agreement

☒ TEMPORARY
☐ PERMANENT

A. CUSTOMER SITE INFORMATION

Site Name: Pride Northshore		Effective Date: 06/06/2025	Account #:
Service Address: Jackson & Lakeshore Drive		Service Area: St Tammany	Salesperson: Jeff Wright
City/State: Mandeville, LA	Zip Code: 70448	Contact Name: Jeremy Thompson	
Email: info@queernorthshore.org	Telephone: 504-258-2882	Fax:	Mobile: 504-258-2882

B. BILLING INFORMATION

Billing Name: Queer Northore		P.O. # Required? Y / N	
Billing Address: 508 Loden Way		Billing Cycle:	Customer Payment:
City/State: Madisonville, LA	Zip Code: 70447	Contact Name: Jeremy Thompson	
Email: info@queernothshore.org	Telephone: 504-258-2882	Fax:	Mobile: 504-258-2882

C. EQUIPMENT / SERVICE SPECIFICATIONS

Qty	Service Type	Material	Size	Freq.	Compact Y/N	Locks	Wheels	Gates	Rate	
									<input type="checkbox"/> Month <input type="checkbox"/> Haul	
									<input type="checkbox"/> Month <input type="checkbox"/> Haul	

OLD SCHEDULE OF SERVICE

									<input type="checkbox"/> Month <input type="checkbox"/> Haul	
									<input type="checkbox"/> Month <input type="checkbox"/> Haul	

D. ADDITIONAL FEES

Lockbar: X-X-X-X-X-X	Casters: X-X-X-X-X-X	Delivery: X-X-X-X-X-X	Relocate: X-X-X-X-X-X
Franchise Fee: X-X-X-X-X-X		Disposal Per Ton: X-X-X-X-X-X	
Additional Yardage Fee: X-X-X-X-X-X		Extra Pickup: X-X-X	
A fuel recovery and environmental compliance cost recovery charge, calculated as a percentage of the Charge(s), will be included on your invoice. X-X-X-X-X-X		Roll off box not active after XX days. X-X-X per day service charge. Roll-Off container will have a per pull charge and a minimum of X-X tons disposal charge. Dry Run Fee: X-X-X-X-X-X	

"LOCATION STAMP HERE"

Other Instructions: IF SALES TAX EXEMPT A COPY OF
CERTIFICATED REQUIRED

Waste Pro of Louisiana -

Special Service:

THE UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT ON BEHALF OF THE CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT, ON THE REVERSE SIDE, AND THAT HE/SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF THE CUSTOMER.

Customer Signature

Date

Waste Pro Representative

Jeff Wright

02/04/2025

Date

Print Name

Print Name

TERMS & CONDITIONS ON THE REVERSE

WP / Manager Initials
7/2023

1. **SERVICE RENDERED; WASTE MATERIALS.** Customer grants Company the exclusive right to provide equipment and services to collect and dispose of and/or recycle all of Customer's Waste Materials for the full Term as set forth in Section 2. For purposes of this Agreement, "Waste Materials" means all non-hazardous putrescible and non-putrescible solid waste and recyclable materials generated by Customer or at Customer's Service Address. Waste Materials includes Special Waste, such as industrial process wastes, asbestos containing material, petroleum contaminated soils, treated/de-characterized wastes, and demolition debris, provided that Customer has completed a Waste Profile for such Special Waste which Company has approved in writing. Waste Materials specifically excludes, and Customer agrees not to deposit or permit deposit for collection of, any radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, biohazardous, regulated medical or hazardous waste, toxic substance or material, as defined by, characterized or listed under any federal, state, or local laws or regulators, or Special Waste not approved in writing by Company (collectively, "Excluded Materials"). Title to and liability for Excluded Materials shall remain with Customer at all times.

LOADING RESTRICTIONS. Customer must adhere to recommended safety precautions when loading container. This includes, but is not limited to, weight restrictions, capacity limits, and material restrictions as stated above. Materials must be loaded into the container in order to be removed. Customer shall not compact the contents of Company's container when loading it or after Waste Materials are placed in it. Service will not be rendered until these requirements are met.

2. **A. TERM (Permanent).** The initial term of this Agreement is sixty (60) months from the Effective Date set forth above. This Agreement shall automatically renew thereafter for additional periods of sixty (60) months each unless either party gives to the other party written notice of its intention to not renew at ninety (90) days prior to the end of the then-existing term.

B. TERM (Temporary). This agreement shall remain in force for the duration of the project.

For purposes of this Agreement, "Term" shall mean either the initial sixty (60) month term, any renewal term, or the term of the project, whichever the case may be.

3. **SERVICES GUARANTY.** If Company fails to perform the services described within ten (10) business days of its receipt of written demand from Customer, Customer may terminate this Agreement as provided in Section 9, with the payment of all monies due through the termination date.

4. **CHARGES; PAYMENTS; ADJUSTMENTS.** Upon receipt of the invoice, Customer shall pay for the services and/or equipment (including repair and maintenance) furnished by Company in accordance with the charges on the reverse side, as adjusted over the Term as noted herein. Company reserves the right to charge a late fee no greater than that allowed by law on balances not paid within thirty (30) days of the date of the invoice. Customer agrees that Company may increase the amounts charged for the services rendered under this Agreement to adjust for increases in the Consumer Price Index. Customer also agrees to pay liquidated damages of \$100.00 for every Customer waste tire that is found at the disposal facility. Because disposal, fuel, materials, and operations costs constitute a significant portion of the costs of the services provided, Customer agrees that Company may increase the amounts charged to account for increases in transportation costs due to changes in location of the disposal facility. Customer also agrees that Company may also increase the amounts charged to account for increases in the average weight per container yard of Waste Materials, increases in Company's costs due to changes in taxes, fees or other governmental charges assessed against or passed through to Company (other than income or real property taxes), whether those increases are directly or indirectly associated with Customer's specific account, and changes in the values associated with recyclable materials. Other pricing changes will be effective only with the consent of the Customer, either written or oral, with the other provisions of the Agreement remaining in full force and effect. Company reserves the right to charge an additional fee if the following additional services are provided to Customer: Enclosure Charge, Services on High Demand Days, Pull/Push Out Services, Container Relocation Fee, or Seasonal Restart Fee. Company reserves the right to charge a fee no greater than that allowed by law on all Customer checks returned for insufficient funds. The Company may increase the charges to the Customer in the event that the weight of Customer's Waste Materials exceeds seventy-five (75) pounds per cubic yard.

5. **SERVICE ADDRESS CHANGE.** If Customer changes its service address during the Term, this Agreement shall remain valid and enforceable as to services rendered at Customer's new service location if such location is within Company's service area.

6. **EQUIPMENT, ACCESS.** All equipment furnished by Company shall remain the property of Company; however, Customer shall have care, custody and control of the equipment and shall bear responsibility and liability for all loss or damage to the equipment and to its contents while at Customer's location. Customer shall not compact, overload, move or alter the equipment and shall use the equipment only for its intended purpose. At the termination of this Agreement, Customer shall return the equipment to Company in the condition in which it was provided, normal wear and tear excepted. Customer shall provide unobstructed access to the equipment on the scheduled collection day. Customer shall pay, if charged by Company, an additional fee for any service modifications caused by or resulting from Customer's failure to provide access. Company shall not be responsible for any damage to Customer's property, including

pavement, subsurface, curbing, resulting from Company's provision of services hereunder. Customer warrants that Customer's right of way is sufficient to bear the weight of Company's equipment and vehicles.

7. **INDEMNITY.** The Company agrees to indemnify, defend and save Customer harmless from and against any and all liability which Customer may be responsible for or pay out as a result of bodily injuries (including death), property damage, or any violation or alleged violation of law, to the extent caused by any negligent act, negligent omission or willful misconduct of the Company or its employees, which occurs (1) during the collection or transportation of Customer's Waste Materials, or (2) as a result of the disposal of Customer's Waste Materials, after the date of this Agreement, in a facility owned by a subsidiary of Waste Pro provided that the Company's indemnification obligations will not apply to occurrences involving Excluded Materials. Customer agrees to indemnify, defend and save the Company harmless from and against any and all liability which the Company may be responsible for or pay out as a result of bodily injuries (including death), property damage, or any violation or alleged violation of law to the extent caused by Customer's breach of this Agreement or by a negligent act, negligent omission or willful misconduct of the Customer or its employees, agent or contractors in the performance of this Agreement or Customer's use, operation or possession of any equipment furnished by the Company.

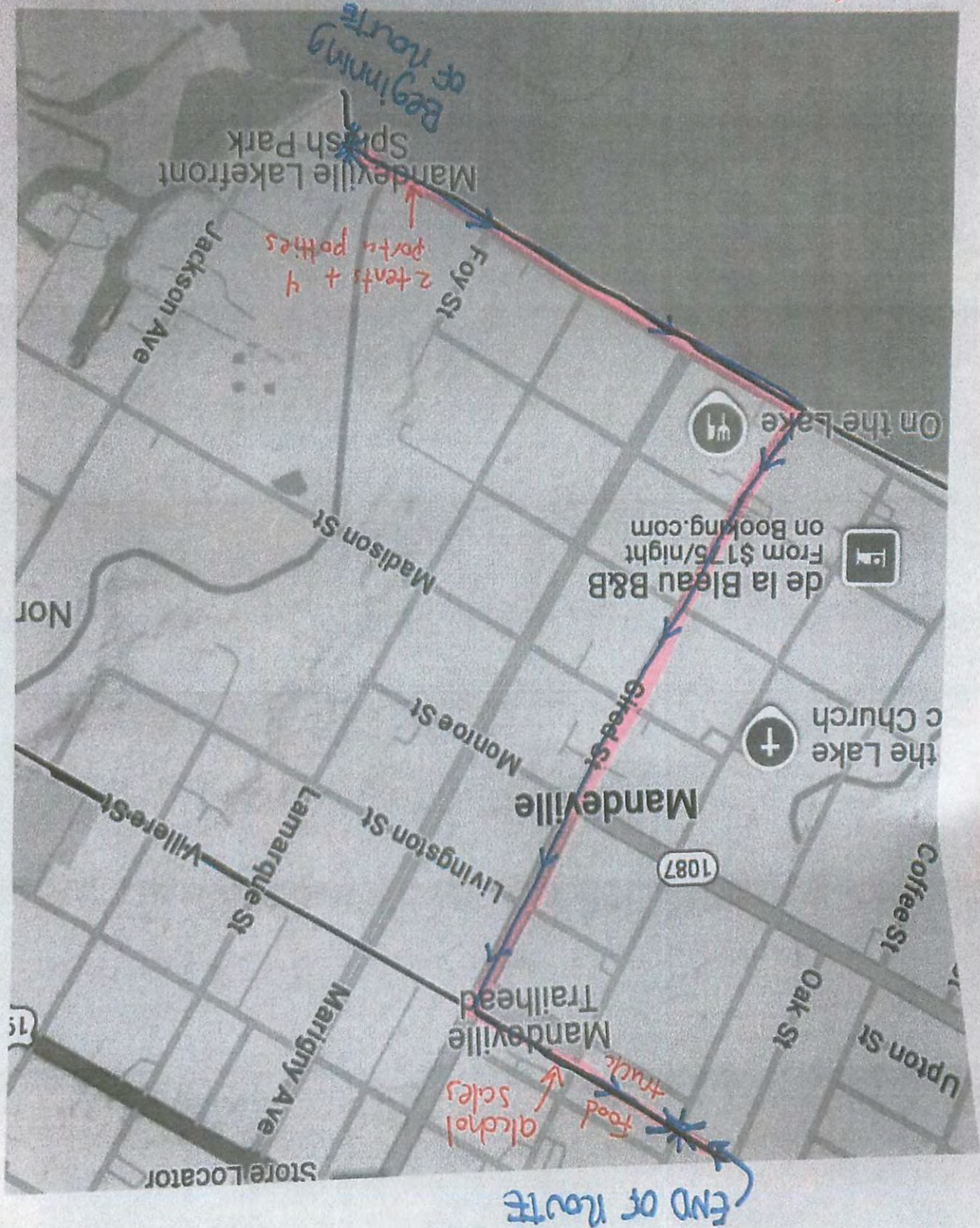
8. **RIGHT OF FIRST REFUSAL.** Customer grants Company a right of first refusal as to any offer of services similar to those provided hereunder which Customer receives (or intends to make) upon completion of the Term of this Agreement. Customer shall give Company prompt written notice of any such offer and a reasonable opportunity to respond to it. Additionally, if Customer desires to recycle, Company has the right of first refusal as to that service.

9. **DEFAULT.** If, during the Term, either party shall materially breach any provision of this Agreement, the non-breaching party may provide written notice of such breach to the breaching party and demand the breaching party cure such breach within ten business (10) days. Upon any such failure to cure within the cure period provided herein, the non-breaching party may terminate this Agreement by giving the breaching party written notice of such termination, which shall become effective upon receipt of such notice. If the breach is non-payment by Customer, Company may elect to suspend services until the past due amounts have been paid, with this election being an additional remedy, not to the exclusion of the termination right described herein.

10. **ARBITRATION.** Customer agrees that, upon the request of Company, any dispute or controversy between the parties that in any way arises out of or relates to this Agreement or Company's provision of goods or services to the Customer will be determined by binding arbitration that is conducted consistent with (but not through) the guidelines of the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any arbitration award shall be final and binding and may be entered in any court having jurisdiction. If a court of competent jurisdiction, or an arbitrator with authority to adjudicate the matter, should declare all or any part of this arbitration provision invalid or unenforceable, then the remainder of this arbitration provision shall be valid and enforceable to the fullest extent permitted by law. *In the absence of this arbitration provision, you may have otherwise had an opportunity to litigate claims in court and/or to have claims decided by a jury.* Within thirty (30) days of receipt of this arbitration provision, Customer can elect to opt out of this provision (that is, to exclude it from this Agreement) by sending a written notice to Company by certified mail to Waste Pro USA, Inc., 2101 West SR 434, Suite 315, Attention Corporate Counsel, Longwood, FL 32779 stating that Customer wishes to opt out of this arbitration provision.

11. **MISCELLANEOUS.** (a) Except for the obligation to make payments hereunder, neither party shall be in default for its failure to perform or delay in performance caused by events or significant threats of events beyond its reasonable control, whether or not foreseeable, including, but not limited to, strikes, labor trouble, riots, imposition of laws or governmental orders, fires, acts of war or terrorism, acts of God, and the inability to obtain equipment; and the affected party shall be excused from performance during the occurrence of such events; (b) The rights and obligations under this Agreement cannot be assigned or transferred by Customer, including assignment or transfer to a third party agent of Customer such as a property management company or broker, without the prior written consent of Company, which may be withheld in Company's sole and absolute discretion; (c) This Agreement represents the entire agreement between the parties and supersedes any and all other agreement, whether written or oral, that may exist between the parties; (d) This Agreement shall be construed in accordance with the law of the state in which the services are provided; and (e) If any provision of this Agreement is declared invalid or unenforceable, then such provision shall be severed from and shall not affect the remainder of this Agreement. In the event Company successfully enforces its rights against Customer under this Agreement, Customer shall pay Company's attorneys' fees and costs.

(2) tents at lineup area
Alcohol sales at trailhead only
(4) toilets at lineup area



City of Mandeville
3101 East Causeway Approach
Mandeville, Louisiana 70448
985-624-3147 985-624-3149 Fax

SPECIAL EVENTS (3-DAY)

LIQUOR LICENSE APPLICATION

1. Liquor license to be issued to: Queer Northshore
2. Legal name(s): Individual, Partners, or Corporation Nonprofit
3. Apply for: Class "A" x Class "B" / High Content Low Content / Restaurant
4. Business location address 508 Loden Way Madisonville LA 70447
Telephone (504) 388-6765
5. Mailing address SAME AS ABOVE
6. Contact Person Mel Manuel
Phone Number (504) 388-6765 E-Mail Address: info@queernorthshore.org
Fax Number () Web Address www.queernorthshore.org/
7. Type of organization:
☐ Individual ☐ Partnership ☐ Corporation ☒ Non-Profit ☐ LLP ☐ LLC ☐ Other
(If individual complete line A only)
8. If a Corporation, LLC, LLP, or Partnership, supply name, title, social security #, home address and telephone # of all officers, members, managers, partners, agents or other representative.
The list of names below should each furnish a notarized Schedule "A".

A	Name	Title	SSN	% Owned
	Resident Address	City State Zip	Home Phone Number	
B.	Name	Title	SSN	% Owned
	Resident Address	City State Zip	Home Phone Number	
C.	Name	Title	SSN	% Owned
	Resident Address	City State Zip	Home Phone Number	
9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? No If yes, list.
10. Does applicant hold State or City of Mandeville liquor license for current year at any other location?
no If yes: Name Location:
11. Has applicant applied for state liquor license? yes
12. Has the applicant ever been denied a state or local liquor license? no
12. Is premise located in an area where the sale of liquor is prohibited by local or state laws? No
13. Is applicant the owner of the premises to be occupied? No If no, does applicant hold a bona fide written lease? (Supply copy of lease with application.) Renting trailhead
14. If premises leased, give name and address of lesser. Mandeville trailhead
15. Describe the part of the building to be occupied by business: Mandeville Trailhead
16. Open date for this location 06/07/25
17. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
Entirely volunteer run 501c3 nonprofit. We host monthly events for the LGBTQ community and allies

An original approved Sales Tax Clearance Certificate must be attached to the application, requested from the St. Tammany Parish Sales Tax Department (form attached).

I affirm that the information given on this application is true and correct.

Signature of Applicant Mel Manuel Title: Co-Director
Signature of Preparer Mel Manuel Date 1/31/25

Alia Casborne

From: Kathleen Martinell
Sent: Wednesday, February 5, 2025 3:57 PM
To: Alia Casborne
Subject: Pride Parade on June 7, 2025, app fee



CITY OF MANDEVILLE

Mandeville Trailhead Market

FOLLOW

[3101 E CAUSEWAY APPROACH](#)
[MANDEVILLE, LA 70448](#)
[+1 985-626-3144](#)

Invoice Number: 06072025

Item 1	\$25.00
--------	---------

Subtotal	\$25.00
----------	---------

Bank Fee	2.50 %	\$0.63
----------	--------	--------

Order total	\$25.63
-------------	---------

Total paid \$ 25⁶³

February 05, 2025 3:55 pm
Payment ID: NZ1VRY1202S2G
Order ID: 7SZPVSMCWDN4Y

Payment

VISA	VISA 6678	\$25.63
	Order amount	\$25.63

Old Golden Gras

City of Mandeville
675 Lafitte Street Mandeville,
LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group OLD Golden Gras
Name of Authorized Representative Claudine Hope Perret Non-Profit/Tax-Exempt # _____
Mailing Address 171 Live Oak St.
City Mandeville State LA Zip 70448
Applicant Phone # 504-232-7644 Alt. Phone # _____
E-Mail Cchope@hotmail.com Application Fee Paid? ☒ YES ☐ NO

Name of Event: OLD Golden Gras
Date(s) of Event: Day Sunday Date 2/23/25 Time 11-7 Rain Dates(s) N/A
Event Location: Copal St. between Cindy Lou & Live Oak
Type of Event: ☐ New ☒ Recurring 5th Year
☐ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☐ Festival, Carnival or Market ☒ Other: Block Party
Description/Purpose of Event Neighborhood Party Estimated Attendance 100

EVENT DETAILS - Check all that apply: W/ Music & Food trucks (2)

1	Are patron admission, entry or participant fees charged?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2	Is the event open to the public? <u>(Neighborhood Event)</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4	Will you require barricades for the event? <u>(4)</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5	Are you requesting that Police be present during the event? <u>1 (12-6)</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6	If you answered YES, to number 5, how many officers are you requesting	<u>1 Police</u>	
7	If you are requesting Police, will they need to direct traffic?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8	Will alcohol be consumed, distributed, or sold at this event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
9	Will food be distributed, prepared or sold at this event? <u>Food trucks</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will there be canopies or tents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

City of Mandeville
675 Lafitte Street
Mandeville, LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

14	Do you plan to provide portable toilets? * See Guidelines*	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
15	Will there be security staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
16	Are you planning to have amplified sound?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17	Will you need access to power or water? (please circle)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: _____
Printed Name: _____
Organization Represented: _____
Office Held _____ Date: _____

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.



MANDEVILLE POLICE DEPARTMENT

Special Event Addendum

Special Events requiring a Police presence are either paid by the Event at a detail rate, or in rare instances, are paid by the City after approval by the Mayor and/or Council. In order to facilitate your Special Event application, please answer the following questions:

1. Beginning and end time of event: 11a-7p
2. Location of event: Copa @ Live Oak & Cindy Lou
3. Will the event take place on a public roadway? YES NO
4. Are you requesting public streets be blocked off? YES NO
5. Are you requesting that Police be present during the event? ☒ YES NO
6. Are you paying for a Police detail? ☒ YES NO
7. If you answered yes to number 6, how many officers? 1 - (12-4)
(6)
8. Name and contact number of Event official?
Claudine Hope Perret
804-232-7664
9. Will alcoholic beverages be present? YES ☒ NO
10. Expected number of people at event? 100

City of Mandeville
3090 E. Causeway Approach
Mandeville, LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date 11/17/25

Certificate of Insurance? YES ☐ NO ☐

	DEPARTMENTAL EXPENSES	INITIALS
Police Department	<u>Private Detail</u>	<u> </u>
Fire District #4	<u> </u>	<u> </u>
Public Works	<u> </u>	<u> </u>
TOTAL COSTS	<u> </u>	

Recommendation of Special Events Committee:

Applicant will work with police to secure
Barricades.

Approved:

L. Clay Madden

Mayor Clay Madden

1-27-25

Date

City Council Approval

Alcohol Permit:

☐ Yes ☐ No

Date Approved:

Waiver of Lakefront Food & Drink Ordinance:

☐ Yes ☐ No

Date Approved:

Live Oak St.

X X
street closure

food trucks

driveway

171 Live Oak

(Perrett house)

Copal

← tent for bands
Driveway

160
Cindy Lou
(Vogelhanz house)

X X
street closure

Cindy Lou Pl

Iceburg Charlie's



2024

Confirmation # KSBX24A29

Mandeville

Application for Occupational License

Avenu Account #	Applied For	New/Renewal	New
Company Name	Iceburg Mandeville LLC	Start/Moved Date	1/1/2025 O
Trade Name	ICEBURG CHARLIES	Within City Limits	Yes
Location Name	ICEBURG MANDEVILLE LLC	Domiciled Within Louisiana	
Mailing Address	PO Box 969	Covington, LA 70434-0969	
Physical Address	2020 Woodrow St	Mandeville, LA 70448-5228	

Section	Item Type	Gross Sales/Payroll	Units	Cert #	Base Fee	Add. Fee	Total Fee	LF Penalty*
479-00	LIQUOR LICENSE RESTAURANT INCLUDES BEER AND WINE ON PREMISE				\$135.00	\$0.00	\$135.00	\$0.00
161-00	RESTAURANT	\$1.00			\$50.00	\$0.00	\$50.00	\$0.00

Administrative Fee: \$0.00

Total Fee: \$185.00

*Late Filing Penalty: \$0.00

Subtotal: \$185.00

Convenience Fee/Surcharge: \$0.00

Total Remitted: \$185.00

Payment Type: Checking/Savings

All businesses - If the business license type that you are filing requires a trade certification(s), copies of bonds, liability insurance, etc, please provide the same via email to businesslicensesupport@avenuinsights.com. Be sure to include your account name and number on all documentation. Applications received without all the required documentation may be delayed.

New Businesses – New businesses may require approval by the municipality prior to a business license being issued. If so, once approval has been received, Avenu will be authorized to release the business license as long as all other criteria has been met. Your request for a business license will be submitted for review, if required.

The confirmation number listed confirms only that you have successfully submitted your tax filing and payment information through this website. The confirmation number does not in any way confirm that your payment has been accepted or that the checking account information / credit card account information submitted is valid. If your payment does not process successfully, you will be contacted by the appropriate filing authority. If you have any questions regarding your filing and/or payment history, please contact Avenu at businesslicensesupport@avenuinsights.com or by toll free phone at (800) 556-7274.

SWORN STATEMENT

I acknowledge that the issuance of an occupational license and payment of the occupational license tax does not entitle me/authorized representative to conduct any business in the city/town that is in violation of any applicable laws. I further acknowledge that the issuance of an occupational license does not waive the city/town's right in any way to enforce compliance with applicable laws against me/authorized representative. I hereby certify, under penalty of perjury, that the information in this application is true, correct, and complete to the best of my knowledge and belief. I agree to comply with all applicable laws and ordinances regulating the operation of this business.

Alyssa Guth

12/3/2024

Signature of Business Owner/Authorized Representative

Date

Mandeville, LA Occupational License License Application
Schedule A
c/o RDS
9618 Jefferson Highway, Suite D #334
Baton Rouge, LA 70809
Phone 800-556-7274

RDS
revenue discovery systems



**Schedule "A" To Accompany Liquor License Application
Must be Notarized**

Where a manager or agent is employed this schedule must be executed by that person, and by each member of a partnership or stockholder of a corporation owning more than five per cent (5%) of capital stock of corporation, or any financial backer of the business which make application for license as provided for by Chapter 2, Title 26, of the Louisiana Revised Statutes of 1950, as amended.

1. Trade Name of Business Iceburg Charlies
2. What is your name? Brent C Belson
3. Residence address? [REDACTED]
4. Date of Birth [REDACTED] Place of Birth [REDACTED]
5. Sex [REDACTED] Race [REDACTED] Driver License# [REDACTED] State [REDACTED]
6. Are you a citizen of the United States and the State of Louisiana and over 21 years of age? yes
7. Have you resided in the State of Louisiana continuously for a period of not less than two (2) years next preceding the date of filing this application? yes
8. Have you been convicted of a felony under the laws of the United States, the State of Louisiana or any other state or country? NO
9. Have you been convicted in this or any other state or by the United States or any other country of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of juveniles, keeping a disorderly place or illegal dealing in narcotics? NO
10. Have you been convicted or had judgment against you involving alcoholic beverages by this state or any other state or the United States within five (5) years prior to the date of this application? NO
11. Have you had a certification of qualification to dispense alcoholic beverages issued by any other parish, municipality or state suspended or revoked? NO
12. If married is husband or wife eligible for license? yes
13. Have you or your spouse any interest in an establishment holding a current liquor license? NO
If so, list the following:

Trade Name	Address	Kind of Business	License #	%Owned
------------	---------	------------------	-----------	--------

14. Have you ever used any other name than the one given herein? NO

Name	Placed Used	Date
------	-------------	------

AFFIDAVIT

I swear (or affirm), that I have read each of the questions in this Schedule AA@ and that the answers which I have given are true and correct to the best of my knowledge, that I meet the qualifications and conditions set out in LA R.S. 26:279; and I further swear (or affirm) that I have no interest in any establishment holding a Liquor License other than the type required for the operation of the above captioned business. It is understood that any misstatement or suppression of fact in an application or Schedule AA@ affidavit is a ground for denial of a license.

Subscribed and sworn to me before this 26 day of November, 2024

[Signature]

Notary Public

[Signature]

Signature of Applicant

Returned Check Disclaimer: Effective July 1, 2010, each returned item received by RDS due to insufficient funds will be electronically represented to the presenter's bank no more than two times in an effort to obtain payment. RDS is not responsible for any additional bank fees that will be assessed to the resubmission of the returned item. Please see the full returned check policy at www.rds.com/taxpayer/return-check-policy



Mandeville, LA Occupational License Application
Schedule A
c/o RDS
9618 Jefferson Highway, Suite D #334
Baton Rouge, LA 70809
Phone 800-556-7274

RDS
revenue discovery systems



**Schedule "A" To Accompany Liquor License Application
Must be Notarized**

Where a manager or agent is employed this schedule must be executed by that person, and by each member of a partnership or stockholder of a corporation owning more than five per cent (5%) of capital stock of corporation, or any financial backer of the business which make application for license as provided for by Chapter 2, Title 26, of the Louisiana Revised Statutes of 1950, as amended.

1. Trade Name of Business ICEBURG MANDEVILLE, LLC
2. What is your name? KYLE ROSS
3. Residence address? [REDACTED]
4. Date of Birth [REDACTED] Place of Birth [REDACTED] State [REDACTED] Zip [REDACTED]
5. Sex [REDACTED] Race [REDACTED] Driver License# [REDACTED] State [REDACTED]
6. Are you a citizen of the United States and the State of Louisiana and over 21 years of age? YES
7. Have you resided in the State of Louisiana continuously for a period of not less than two (2) years next preceding the date of filing this application? YES
8. Have you been convicted of a felony under the laws of the United States, the State of Louisiana or any other state or country? NO
9. Have you been convicted in this or any other state or by the United States or any other country of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of juveniles, keeping a disorderly place or illegal dealing in narcotics? NO
10. Have you been convicted or had judgment against you involving alcoholic beverages by this state or any other state or the United States within five (5) years prior to the date of this application? NO
11. Have you had a certification of qualification to dispense alcoholic beverages issued by any other parish, municipality or state suspended or revoked? NO
12. If married is husband or wife eligible for license? YES
13. Have you or your spouse any interest in an establishment holding a current liquor license? YES
If so, list the following:

Trade Name	Address	Kind of Business	License #	%Owned
------------	---------	------------------	-----------	--------

14. Have you ever used any other name than the one given herein? NO

Name	Placed Used	Date
------	-------------	------

AFFIDAVIT

I swear (or affirm), that I have read each of the questions in this Schedule AA@ and that the answers which I have given are true and correct to the best of my knowledge, that I meet the qualifications and conditions set out in LA R.S. 26:279; and I further swear (or affirm) that I have no interest in any establishment holding a Liquor License other than the type required for the operation of the above captioned business. It is understood that any misstatement or suppression of fact in an application or Schedule AA@ affidavit is a ground for denial of a license.

Subscribed and sworn to me before this 26 day of NOVEMBER, 2024.

Sharon A. Barrois

Notary Public

[Signature]

Signature of Applicant

Returned Check Disclaimer: Effective July 1, 2010, each returned item provided by RDS due to insufficient funds will be electronically represented to the presenter's bank no more than two times in an effort to obtain payment. RDS is not responsible for any additional bank fees or charges that may accrue due to the resubmission of the returned item. Please see the full returned check policy at www.reyds.com/taxpayer/returned-check-policy



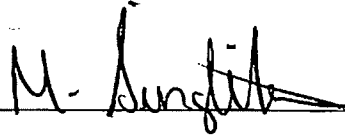
ST. TAMMANY FARMER

STATE OF LOUISIANA PARISH OF ST. TAMMANY

PROOF OF PUBLICATION

**The hereto attached notice was published in ST.
TAMMANY FARMER, a weekly newspaper of general
circulation within the Parish of St. Tammany, in the
following issues:**

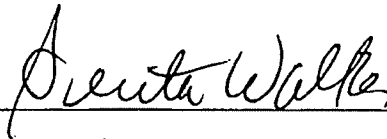
10/9/2024, 10/16/2024



Mattinisha Singleton, Public Notices Representative

Sworn and subscribed before me, by the person whose signature
appears above

16 Oct 2024



Serita Walker,

Notary Public ID#151005

State of Louisiana

My Commission Expires: Indefinite

Ad No: 109123

Iceburg Mandeville LLC
P.O. Box 989
Covington, LA 70434

PUBLICNOTICE

Iceburg Mandeville
LLC DBA Iceburg
Charlie's is apply-
ing to the State of
Louisiana and City
of Mandeville for a
permit to sell bever-
ages of high and low
alcohol content at
retail in the Parish of
St. Tammany at the
following address:
2020 Woodrow St.
Mandeville, LA
70448
Iceburg Mandeville
LLC Members:
Brent C. Belsom
Kyle A. Ross
109123OCT9-16-
2T

Ord 25-01

**THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER
MCGUIRE; MOVED BY COUNCIL MEMBER _____, SECONDED BY
COUNCIL MEMBER _____**

ORDINANCE NO. 25-01

**AN ORDINANCE FOR THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO
AMEND ORDINANCE NUMBER 24-22, THE OPERATING BUDGET OF THE CITY
OF MANDEVILLE AND FOR OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, Article B, Financial Procedures of the Home Rule Charter provides that amendments to the adopted budget be made by ordinance; and

WHEREAS, an amendment to the Operating Budget adopted for fiscal year 2024-2025, Ordinance Number 24-22, is required due to expenditures that will exceed the current authorized appropriated funds budgeted for 2024-2025 City of Mandeville Operating Budget; and

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Mandeville that the Operating Budget ordinance for fiscal year 2024-2025, Ordinance Number 24-22, is hereby amended to include the budget amendments as set forth on the attached Exhibit “A”, Budget Amendment No.6 (Social Services) incorporated as a part hereof, and be adopted for the 2024-2025 Fiscal Year Operating Budget.

BE IT FURTHER ORDAINED, that in all other respects the 2024-2025 Operating Budget adopted shall remain in full force and effect.

The Ordinance being submitted to a vote, the vote thereon was as follows:

AYES:
NAYS:
ABSTENTIONS:
ABSENT:

and the Ordinance was declared adopted this ____ day of _____, 2025.

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

FY 2025 Budget Amendment #6
Exhibit A

		Current Budget	Proposed Change	Revised Budget
<u>General Fund</u>				
<i>Operating Expenditures</i>				
10100-45100	Social Services	\$ -	\$ 22,000	\$ 22,000
	Earmarking:			
	Children's Advocacy Center - Hope House		\$ 12,000	
	Northshore Community Foundation		10,000	
			<hr/> \$ 22,000	

ORDINANCE 25-06

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCILMAN ZUCKERMAN;
MOVED FOR ADOPTION BY COUNCIL MEMBER _____; SECONDED FOR
ADOPTION BY COUNCIL MEMBER _____.

ORDINANCE NO. 25-06

AN ORDINANCE FOR THE CITY OF MANDEVILLE AMENDING SECTION 2-6 OF THE CODE OF ORDINANCES FOR THE CITY OF MANDEVILLE REGARDING INDEMNITY OF CITY COUNCILMEMBERS AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City of Mandeville approved and adopted Ordinance 17-08, which was codified as Section 2-6 of the Code of Ordinances of the City of Mandeville to address the indemnification of city councilmembers;

WHEREAS, Section 2-6, entitled Indemnity, provides that the City shall indemnify and hold harmless city councilmembers against judgments arising out of the performance of duties within the scope of their official capacity as councilmembers;

WHEREAS, the intent of Section 2-6 is to encourage public service by protecting all City officials and employees from personal liability in the good faith conduct of city affairs while also allowing the City official to exercise his or her discretion in selecting his or her counsel so long as there are no conflicts with such representation;

WHEREAS, said section of the Code of Ordinances should be amended for the benefit of the citizens of Mandeville and in the interest of governmental efficiency.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Mandeville, the Section 2-6, entitled Indemnity, of the Code of Ordinances of the City of Mandeville, Louisiana previously enacted through Ordinance 17-08, be amended to read as follows:

Sec. 2-6. Indemnity.

(a) Indemnification – Limitation. The City of Mandeville shall indemnify, hold harmless, and defend city employees, officers, and officials, including council members and members of boards and commissions established by this code, from any claim or cause of action arising from the good faith performance of duties within the scope of their employment or official capacity and in a manner he or she reasonably believed to be in the best interests of the City of Mandeville. ~~The City shall retain the right to select counsel for the purpose of such defense. The City employee, officer, and official seeking the defense shall be allowed to select his or her counsel for the purpose of such defense, subject to the approval of the city council, which shall not be unreasonably withheld. Officials or employees may select their own counsel at their own expense.~~ It is the intent of this section to encourage public service by protecting officials and employees from personal liability in the good faith conduct of city affairs.

(b) Period of Indemnification and Persons Covered. The period of indemnification shall include incidents which arise during the entire period in which any elected or appointed official or employee shall have been serving in an official capacity for or employed by the City. This period shall include lawsuits filed prior to the date of the passage of the ordinance codified in this section, as well as those filed subsequent to its passage and shall further apply to those named as defendants who may no longer be officials of or employed by the City, so long as they were serving in such capacity at the time of the alleged act or omission.

(c) Exclusions.

The hold harmless, indemnity, and defense provisions of this section shall not apply to:

- (1) Damages resulting from acts or omissions which are not reasonably related to the legitimate governmental objective for which the policymaking, discretionary power or administrative authority exists;
~~or~~
- (2) Damages resulting from acts or omissions which constitute criminal, fraudulent, malicious, bad faith, knowingly violates the law, intentional, willful, outrageous, reckless, or flagrant misconduct;
- (3) Damages resulting from acts or omissions done outside of the course and scope of the individual's employment or official capacity;
- (4) Lawsuits, claims, or actions of any kind against an individual brought by or at the request of the City, including, without limitation, disciplinary proceedings; or
- (5) Punitive damages awards.

(d) The City of Mandeville shall pay all reasonable expenses, including attorneys' fees, incurred in the defense of any city employees, officers, and officials. However, if the said city employee, officer, or official, is found liable for an act described in Section (c) of this Ordinance, the city employee, officer, or official shall reimburse the City for all said costs and fees. Any city employee, officer, or official who accepts a defense as provided under this provision shall sign an acknowledgment of the duty to reimburse should the said city employee, officer, or official be found liable for an act described in Section (c), and a recognition that if any legal action is necessary in order to enforce the reimbursement provision, that such city employee, officer, or official shall also be liable for the reasonable attorneys' fees incurred by the City in enforcing said reimbursement obligation.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon the signature of the Mayor; and

BE IT FURTHER ORDAINED that the Clerk of this Council be, and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this Ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the ordinance was declared and adopted this ____ day of _____, 2025

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

SUBMITTAL TO MAYOR

The foregoing Ordinance was **SUBMITTED** by me to the Mayor of the City of Mandeville this ____ day of _____, 2025 at ____ o'clock a.m.

CLERK OF COUNCIL

APPROVAL OF ORDINANCE

The foregoing Ordinance is by me hereby **APPROVED**, this ____ day of _____, 2025 at ____ o'clock a.m.

CLAY MADDEN, MAYOR

VETO OF ORDINANCE

The foregoing Ordinance is by me hereby **VETOED**, this ____ day of _____, 2025, at ____ o'clock a.m.

CLAY MADDEN, MAYOR

RECEIPT FROM MAYOR

The foregoing Ordinance was **RECEIVED** by me from the Mayor of the City of Mandeville this ____ day of ____ 2025, at ____ o'clock a.m.

CLERK OF COUNCIL

CERTIFICATE

I, THE UNDERSIGNED Clerk of the City Council of the City of Mandeville do hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the City Council of the City of Mandeville at a duly noticed, called and convened meeting of said City Council held on the ____ day of _____, 2025 at which a quorum was present and voting. I do further certify that said Ordinance has not thereafter been altered, amended, rescinded, or repealed.

WITNESS MY HAND and the seal of the City of Mandeville this ____ day of _____, 2025.

Alicia Watts, **CLERK OF COUNCIL**

Res 25-04

**SPONSORED BY COUNCIL MEMBER _____; MOTIONED FOR
ADOPTION BY COUNCIL MEMBER _____AND SECONDED FOR
ADOPTION BY COUNCIL MEMBER _____**

RESOLUTION NO. 25-04

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE
AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE
AMENDMENT NO.1 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF MANDEVILLE AND WAGGONNER & BALL, INC. AND PROVIDING
FOR OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, on May 15, 2023, the City of Mandeville and Waggonner & Ball, Inc. entered into a professional services agreement for programming, survey, geotechnical engineering, environmental, architecture, civil engineering, and landscape design work for the Police Department Building Design; and

WHEREAS, the original basic services fee was calculated based on the Owner's original budget for construction of \$4M during FY'23 and the FP&C curve, it was agreed upon that the Consultant's fee would be re-calculated based on the current estimated construction cost of \$7.207M and the FP&C curve; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mandeville, hereby authorizes and empowers the Mayor of the City to execute the attached Amendment No.1 of the professional services agreement with Waggonner & Ball, Inc. for professional design services on behalf of the City of Mandeville.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this _____ day of _____, 2025.

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

Project: Police Department Building Design

Budget Department: POLICE

Budget Amount: \$8,000,000 (FY'25 \$5,333,000 & Prior Years \$2,667,000)

Resolution for: Amendment No. 1 for Waggoner & Ball

Contract Amount: \$ \$677,036.00 (increase of \$234,802.00 from \$442,235.00 to \$677,036.00)

(for Basic Services & Supplemental Services)

Budget Adjustment Needed (Y/N): NO

Councilmember Sponsor: Zuckerman

Resolution Scope:

The resolution scope is to align the design services fees associated with the Consultant's original professional services AIA contract for the performance of programming, survey, geotechnical engineering, environmental, architectural, structural, mechanical, electrical, civil engineering, and landscape design services for the Police Department Building Design. The original basic services fee was calculated using the State Facility Planning & Control (FP&C) fee curve based on the Owner's original budget for construction at the time (FY' 23) of \$4M. It was mutually agreed that the Consultant's fee would be re-calculated based on adjusted amount available for construction. The revised basic services fee is based off of the estimated construction amount of \$7.207M and the current FP&C fee curve.

Below is a breakdown of the original fee schedule:

Basic Services

- Architecture = \$331,892.00

Supplemental Services

- Programming = \$25,000.00
- Civil Engineering = \$19,500.00
- Landscape Design = \$19,500.00
- Topographic Survey = \$11,000.00 (NTE)
- Geotechnical Engineering = \$22,000.00 (NTE)
- Environmental Engineering = \$8,393.00 (NTE)
- Wetlands Delineation = \$4,950.00 (NTE)

Total Original Contract Fee = \$442,235.00

Below is a breakdown of the revised fee schedule:

Basic Services

- Architecture = \$572,831.00

Supplemental Services

- Programming = \$25,000.00
- Civil Engineering = \$19,500.00
- Landscape Design = \$19,500.00
- Topographic Survey = \$8,140.00 (NTE)
- Geotechnical Engineering = \$18,590.00 (NTE)
- Environmental Engineering = \$11,550.00 (NTE)
- Wetlands Delineation = \$1,925.00 (NTE)

Total Revised Contract Fee = \$677,036.00



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
Mandeville Police Station
1870 US-190
Mandeville, LA 70448

AGREEMENT INFORMATION:
Date: May 15, 2023

AMENDMENT INFORMATION:
Amendment Number: 001
Date: February 07, 2025

OWNER: *(name and address)*
City of Mandeville
3101 E Causeway Approach
Mandeville, LA 70448

ARCHITECT: *(name and address)*
Waggonner & Ball, Inc.
2200 Prytania Street
New Orleans, LA 70130

The Owner and Architect amend the Agreement as follows:

Item No. 1: Revise Architect's name and legal status.

Original Text:

and the Architect (Name, legal status, address and other information)
Waggonner & Ball, LLC
2200 Prytania Street
New Orleans, LA 70130

Revised Text:

and the Architect (Name, legal status, address and other information)
Waggonner & Ball, Inc.
2200 Prytania Street
New Orleans, LA 70130

Item No. 2: Revise the Owner's budget for the Cost of the Work.

Original Text:

§1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:
\$4,000,000.00

Revised Text:

§1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:
\$7,206,800.00

Item No. 3: Revise Architect's Compensation.

Original Text:

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

2. Percentage Basis

(Insert percentage value)

8.30% of the constructed Cost of the Work, as calculated in accordance with Section 11.5.

Revised Text:

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

2. Percentage Basis
(Insert percentage value)
7.948500 % of the constructed Cost of the Work, as calculated in accordance with Section 11.5.

Item No. 4: Revise costs for Supplemental Services to reflect actual compensation paid for completed services or revised costs based on updated scope.

Original Text:

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:

Programming	\$25,000.00
Civil Engineering	\$19,500.00
Landscape Design	\$19,500.00
Topographic Survey	Surveyor's cost, plus Architect's 10% mark-up: Surveyor's cost not to exceed \$10,000.00 without prior approval.
Geotechnical Engineering	Engineer's cost, plus Architect's 10% mark-up: Engineer's cost not to exceed \$20,000.00 without prior approval.
Environmental Engineering for Hazardous Materials Inspection	Engineer's Cost, plus Architect's 10% mark-up: Engineer's cost not to exceed \$7,630.00 without prior approval.
Wetlands Delineation	Consultant's cost, plus Architect's 10% mark-up: Consultant's cost not to exceed \$4,500.00 without prior approval.

Revised Text:

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:

Programming	\$25,000.00
Civil Engineering	\$19,500.00
Landscape Design	\$19,500.00
Topographic Survey	Surveyor's cost, plus Architect's 10% mark-up: Surveyor's cost not to exceed \$7,400.00 without prior approval.
Geotechnical Engineering	Engineer's cost, plus Architect's 10% mark-up: Engineer's cost not to exceed \$16,900.00 without prior approval.
Environmental Engineering for Hazardous Materials Inspection	Engineer's Cost, plus Architect's 10% mark-up; Engineer's cost not to exceed \$10,500.00 without prior approval.
Wetlands Delineation	Consultant's cost, plus Architect's 10% mark-up: Consultant's cost not to exceed \$1,750.00 without prior approval.

Item No. 5: Add new Article to the Agreement.

New Text:

ARTICLE 12 SPECIAL CONDITIONS OF THE AGREEMENT

§ 12.1 The parties hereby agree that any disputes that may arise under the terms of this Agreement shall be subject to the jurisdiction of the 22nd Judicial District Court for the Parish of St. Tammany.

§ 12.2 Architect agrees and acknowledges that it is an independent contractor and as such nothing hereinabove or elsewhere in this contract shall in any manner make the Architect an employee of the Owner nor create a partnership to this contract, it is hereby understood and specifically agreed that the Architect shall be deemed an independent contractor and shall in no event be considered an employee, agent or servant of the Owner. The parties hereby agree that Owner shall not be liable to Architect for any benefits or coverage as provided by the Workers' Compensation Law of the State of Louisiana, and further, anyone employed or subcontracted by the Architect shall not be considered an employee of the Owner for the purposes of workers' compensation coverage. The Architect certifies that it and its employees meet the requirements of independent contractor under Louisiana law.

Item No. 6: Re-number Article 12 SCOPE OF THE AGREEMENT due to insertion of new Article in Item No. 5.

Original Text:

ARTICLE 12 SCOPE OF THE AGREEMENT

§ 12.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 12.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101-2017, Standard Form Agreement Between Owner and Architect
- .2 Exhibits:
[X] Other Exhibits incorporated into this Agreement:

Exhibit A - Waggonner & Ball, LLC - Hourly Billing Rates, as of 03/01/2023

Revised Text:

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101-2017, Standard Form Agreement Between Owner and Architect
- .2 Exhibits:
[X] Other Exhibits incorporated into this Agreement:

Exhibit A - Estimate of the Cost of the Work
Exhibit B - Louisiana State Fee Schedule
Exhibit C - Waggonner & Ball, Inc. - 2024 Rate Schedule

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

The Architect's compensation for Basic Services shall be increased from \$331,892.00 (based on a Cost of the Work of \$4,000,000.00) to \$572,831.00 (based on a Cost of the Work of \$7,206,800.00). Refer to Amendment 1 Fee Calculation, attached as Exhibit B.

Schedule Adjustment:

A revised design schedule will be submitted once a conceptual floor plan has been approved by the Owner.

SIGNATURES:

Waggonner & Ball, Inc.

ARCHITECT (*Firm name*)

City of Mandeville

OWNER (*Firm name*)

SIGNATURE

Andrew J. Sternad, Business Unit
Leader

PRINTED NAME AND TITLE

SIGNATURE

Clay Madden, Mayor

PRINTED NAME AND TITLE

DATE

DATE

Exhibit A - Estimate Cost of the Work

Mandeville Police Station

Project No. 230072
Date February 07, 2025
To City of Mandeville
From Waggonner & Ball, Inc.
Subject Mandeville Police Station – Amendment No. 1, Exhibit A - Estimate Cost of the Work

To support the establishment of an Owner's budget for the above-referenced project, Waggonner & Ball, Inc. has compiled the following:

Building Construction **\$ 6,466,800.00**

The building footprint includes 15,216 square feet of enclosed space.
Current construction costs are generally about \$425 per square foot.
 $15,216 \text{ sf} \times \$425.00 = \$6,466,800.$

Site Construction **\$ 250,000.00**

Includes, but may not be limited to, new perimeter site fencing, rolling, motorized gates, and covered vehicle/equipment storage and parking.

Police Storage Equipment **\$ 140,000.00**

Includes high-density storage, specialty secure evidence storage, weapons storage, evidence pass-thru lockers, and day use lockers.

Office Furniture **\$ 350,000.00**

Includes desks, shelving, cubicle-style workstations, and seating options.

Total Estimate of the Cost of the Work **\$ 7,206,800.00**

Louisiana State Fee Schedule**Amendment 1**

FEE CALCULATOR for Architectural Services - Construction Projects

Exhibit B

State of Louisiana - Facility Planning and Control

Instructions:

Enter Project Name and Date.

Mandeville Police Station

Contract Year

2023

Enter the values for AFC, Complexity Factor, and Subject Year.

Complexities:

Simple	0.85
Average	1
Medium	1.1
Complex	1.15
Renovation Factor	1.25

Amendment 1 - Fee Calculation

Enter the Available Funds for Construction			\$7,206,800
Enter the Complexity Factor or Renovation Factor			1.15
Enter the subject year for cost index data (prior year)			2022
The Building Cost Index for the subject year is			7792
The Consumer Price Index for the subject year is			292.7
The BCI for the reference year (1975) was			1306
The CPI for the reference year (1975) was			53.8
The BCI ratio is			0.1676
The CPI ratio is			5.4405
The adjusted AFC for the reference year (1975) is			\$1,207,916
log [1975 AFC] =			6.0820
The adjusted fee percentage for the reference year is			7.57970
The adjusted fee amount for the reference year is			
The adjusted base fee for the subject year is			\$498,114
TOTAL FEE (INCLUDING Renovation factor, if any) =			\$572,831
Fee as a percentage of the AFC =			7.948500%

WAGGONNER & BALL

Exhibit C - 2024 Rate Schedule

Principal	\$325	/hr
Senior Architect	\$250	/hr
Senior Project Designer	\$200	/hr
Architect	\$185	/hr
Senior Designer	\$150	/hr
Designer	\$125	/hr
Intern	\$100	/hr
Accounting	\$110	/hr
Clerical	\$80	/hr

Charges for outside services, equipment, and facilities not furnished directly by Waggonner & Ball will be billed at cost plus 15%. Such charges may include, but shall not be limited to, printing reproduction services; shipping, delivery, and courier charges; consumable materials; subconsultant fees and expenses; special fees, permits and insurance; transportation and accommodations. Mileage will be charged at the prevailing IRS rate per mile.