

DeSoto Parish Special Event Permits

ALL PERMITS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT OR THEY WILL BE DENIED

Permit Fee: \$250 Non Refundable

Applicant Information:

All applicants must provide the name, address, contact information and a copy of the Driver's License for the organizer. If the organizer is a registered business, please provide a copy of the Organizational Papers from the Secretary of State to include an IRS Certification stating tax exempt status if applicable. The applicant, land owner or responsible party must not be a Registered Sex Offender or have a Felony conviction.

Event Information:

Applicants shall provide the name, date, timeline, list of activities planned and expected attendance along with their policy and plan to enter, i.e. general admission, registration or a ticket fee for the event.

Event Location:

All applicants must provide the desired location for the event along with a valid, signed lease, contract or written permission from the property owner. The organizer shall provide a layout of the property to include the size of the property, a traffic flow plan, ingress and egress, parking, staging, restrooms, hand washing station locations, trash collectors, riding trail directions, etc.

Sales Tax:

Unless you are applying for a Sales Tax Exemption Permit from the State of Louisiana using Form R-1048, generally, charges for admission to places of amusement, entertainment, recreation, or athletic events, except those sponsored by schools, colleges and universities, are classified as sales of services and as such are taxable. We will notify the Desoto Sales and Use Tax office at time of application and they can provide further assistance on this matter.

Security:

The Desoto Parish Sheriff's Office will review all applications and conduct a site visit prior to the issuance of a permit and they will determine the amount of security needed based off the event plan as well as look at the impact on the surrounding community and will advise the Jury. The Desoto Parish Sheriff's Office or any licensed and insured security company may provide the required security.

Alcohol:

If you plan to serve or sell alcohol at your event, you must provide the licensing information under which distribution will be permitted.

Vendors:

If you plan to have vendors selling any item during the event, you must provide the name and contact information for those vendors.

Standards of Issuance:

The Parish Administrator will sign off on and issue any approved permit after reviewing all of the relevant information and recommendations. No parade or public demonstration of any kind or for whatever purpose shall occupy or proceed along any street without first being granted a permit from the Desoto Parish Police Jury. No permit shall be issued until the Police Jury is satisfied that the proposed activity or event will not disrupt or harm any parish activity, restrict the traffic flow or passage on any unpermitted Parish streets or roads, disrupt the normal operation on businesses, or encroach on any private property.

Health & Welfare:

The event plans will be shared with the Parish Sanitarian to make sure all laws and regulations are adhered to. The Sanitarian or designee will establish proper guidelines based off of the expected attendance at the event. The Parish Administrator or his staff will examine any clean up or trash needs that arise due to the event, but provisions for such are the responsibility of the applicant.

Denial or Revocation:

The Parish Administrator may deny or revoke a permit, or future permit, when any information contained in the application is found to be false in any material detail or when the applicant has failed to comply with any requirement asked of them. Notwithstanding this policy, the Sheriff has the power and authority to shut down an event, if at any time it is deemed that the event is in violation of any permit condition, law or necessary to maintain public safety. This action can be used as a basis for denial of a future permit.

Appeal Process:

In the event that the Parish Administrator denies the permit application, the applicant may request to address the Police Jurors at the next scheduled meeting and state their case. In the event the Police Jurors desire to overturn the denial, a two-thirds vote of the Jury Members is needed.