



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

CLOSE ROADS FOR SPECIAL EVENT (Road Closures, Block Parties, Parades, Fun Run, etc.)

Requestor: _____

Organization: _____

Street(s): _____

City/State: _____

Subdivision: _____

Area (Off of Hwy): _____

Phone/Cell/Fax: _____

Mailing address: _____

E-mail address: _____

DIRECTIONS:

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

A final approval may be faxed, mailed, emailed or picked up as time allows.
Please feel free to contact our office with any questions or assistance with the forms at
985-898-2557.



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

**HOLD HARMLESS AGREEMENT
FOR SPECIAL EVENT**

(Road closures, Block parties, Parades, Fun runs, etc.)

The undersigned hereby agrees to hold the St. Tammany Parish Government, its elected or appointed officials, their agents, servants and employees free and harmless from any liability which could arise as a result of the conduct or actions of a (circle one) parade, block party, or other _____ (please specify) to be held on *DATE*: _____
TIME: _____. The undersigned agrees that liability insurance is being carried for this event. This Hold Harmless is being supplied in connection with the use of the following Parish rights of ways: _____

Signed by: _____ Date: _____

ATTEST:

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

Notary Public

Date: _____

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

Fax: 985-276-1414

Dear Sirs:

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

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

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

Signed by : _____

Date: _____

Approved: St. Tammany Parish Sheriff's Office

Signed by: _____

Date: _____