



## ST. TAMMANY PARISH

DEPARTMENT OF PUBLIC WORKS

P. O. BOX 628

COVINGTON, LA 70434

PHONE: (985) 898-2557

FAX: (985) 875-8450

e-mail: [dpw@stpgov.org](mailto:dpw@stpgov.org)

*Pat Brister*

*Parish President*

### CLOSE ROADS FOR SPECIAL EVENT

(Road Closures, Block Parties, Parades, Fun Runs, Etc.)

Requestor: \_\_\_\_\_

Organization: \_\_\_\_\_

Street(s): \_\_\_\_\_

City/State: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Area (Off of Hwy): \_\_\_\_\_

Phone/Cell/Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

#### DIRECTIONS:

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

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

Please feel free to contact our office with any questions or assistance with the forms at 985-898-2557.



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**HOLD HARMLESS AGREEMENT**  
**FOR SPECIAL EVENT**

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

ATTEST:

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Date: \_\_\_\_\_

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

Major Brad Hassert  
Fax: 985-276-1414

Dear Sirs:

I \_\_\_\_\_ am requesting a letter of no obligation be provided to the St. Tammany Parish Government in connection with the temporary use of parish roads or rights of way for the purpose of holding a (circle one) parade, block party, fun run, garage sale, etc. to be held on \_\_\_\_\_ between the hours of \_\_\_\_\_.

We will provide a letter of indemnity proving we are carrying liability insurance for the event upon request.

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

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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: \_\_\_\_\_