

# DOWNTOWN DEVELOPMENT DISTRICT



## RHORER PLAZA

### EVENT PACKET

*Greenspace between City Hall and Repentance Park*

2026

[downtownbatonrouge.org](http://downtownbatonrouge.org)

## **HISTORY & DESIGN INTENT**

Rhorer Plaza (RP) is a component of an overall system of greenspaces downtown called the Central Green. RP joins other popular greenspaces that make up the Central Green like North Boulevard Town Square and Repentance Park. Like the City's other greenspaces, RP has been professionally designed to accommodate both passive and planned activities. There are certain design standards that need to be kept and not compromised. The purpose of this document is to insure the longevity of the usage and design intent of the greenspace. RP is made up of various different rooms/ spaces which include, the LAWN, FRONT PORCH, UPPER PROMENADE, GALVEZ STAGE. Refer to the attached map to identify the different rooms.

## **SCOPE OF POLICY**

This Special Events Policy of the City of Baton Rouge DPW, Baton Rouge Police Department and the Downtown Development District \*(DDD) will serve as the framework for regulation and approval of all special events held within City Hall Plaza.

## **EVENT PLAN**

Each applicant must submit an event plan and application including full event description **before being added to the DDD calendar**. This includes, but is not limited to, size and placement of all signage, event purpose, expected attendance, hours of operation, list of vendors and type of products, staffing plan, layout, and site plan. Tent size and placement must be approved. **(A map of the site is provided at the last page of this document.)** All items **MUST** be submitted to Downtown Development District at least 45 days prior to event date.

## **GUIDELINES**

### **Utilities**

Rhorer Plaza has provided power in limited locations. Depending on your electrical needs and location, an electrician with the City of Baton Rouge Public Works Department may be required to be on site for the duration of your event as determined by the DDD. In the case that extra power is needed a generator will need to be requested from Public Works. Portable Restrooms are required for every public event. The number and placement of the restrooms will need to be identified on the event plan. **(See DPW Event Services Request Form)**

### **Vendors**

All vendors and tent locations must be diagrammed on the event plan before approval. Vendors are allowed to use tents in approved locations within the site. There will be no tents on the lawn areas unless approved otherwise. Drilling into pavers or staking is never allowed to secure tents. Food vendors are responsible for the area within each tent. For sidewalk protection, all vendors serving food must use plastic beneath serving tables and metal/plywood sheets under grills and burners. Each applicant must provide details and include size and placement of all vendors within the submitted event plan.

### **Sound Amplification & Galvez Stage Usage**

All events using amplified sound during business hours must have the approval from the DDD. All events must discontinue the use of amplified sound equipment after 11:00PM and end by 12:00PM. Sound amplification must not adversely impact the quality of life of surrounding areas. Sound levels may be controlled by the DDD and the City of Baton Rouge.

The Galvez Stage can be used without the truss and covering. **Please inquire with the DDD & DPW if you would like to utilize the removable truss and covering to display speakers and/or lights.** No temporary tents can be used as a covering for the stage.

### **Signage**

All signage for the event must be approved by the DDD. No banners, signs or other event advertisements may be hung from trees, buildings, fencing or public art pieces. Only free standing banners or banners hung from the stage truss are allowed. Each applicant must provide details and include size and placement of all signage within the submitted event plan.

## **Vehicles**

**No vehicles are allowed on Rhorer Plaza grounds (grass, brick pavers) except on designated access and unloading/loading points.** The prohibited vehicles included but are not limited to pickup trucks, golf carts, gators, and ATVs. Vehicles are only allowed to drive on the Third Street Extension bridge and City Hall Front Porch. Vehicle access to the southern end can be attained through the River Center Box Office via St. Louis Street. A load -in and load-out plan must be discussed with the DDD prior to the event.

## **Clean-Up and Park Damage**

Each applicant wishing to hold a special event in Rhorer Plaza is responsible to see that no damage or harm comes to the landscaping, fixtures, public art, or any other features of the property. The DDD requires that each applicant will return the property in the exact condition under which the applicant found the property prior to event set-up.

**All trash, signage, equipment, other debris, or any other physical evidence that a special event took place must be removed from Rhorer Plaza immediately following the event. Pressure washing the paved surfaces will be required to clean up spills and/or sidewalk chalk. (See DPW Event Services Request Form)**

## **PERMITS AND LIABILITY**

### **Insurance Requirements**

**Insurance is required for all events held on City-Parish property including streets, sidewalks, etc.** Commercial General Liability coverage shall be provided with limits of not less than \$1,000,000 for any one Occurrence and if a General Aggregate limit is used, it shall not be less than twice the Occurrence limit.

If alcohol will be served on City-Parish property OR if alcohol is served on non City-Parish property and there is a public street closure involved then Alcohol Legal Liability coverage shall be provided with limits of not less than \$1,000,000. If alcohol will be sold/served on City-Parish property, a special events permit is necessary. Evidence of coverage showing a 30-day notice of cancellation is required.

**\*Please see Insurance Certificate of Liability requirements for detailed explanation.** Certificate of insurance will be delivered to Risk Management Division, 222 Saint Louis Street, (225) 389-3114.

### **Hold Harmless Agreement**

**Once insurance is approved by Risk Management,** a Hold Harmless agreement must be obtained. This document will be prepared by the Parish Attorney's Office and must be signed by the event representative and by the Mayor-President's Office. Please contact the Parish Attorney's Office at 389-3114 for information concerning your Hold Harmless agreement and information on completing the necessary paperwork. You will need to bring a signed copy of the application provided by the DDD. Once this is completed, you may proceed with your permit if applicable.

If you have any questions, please contact the Risk Management Division and **remember to allow ample time for processing!**

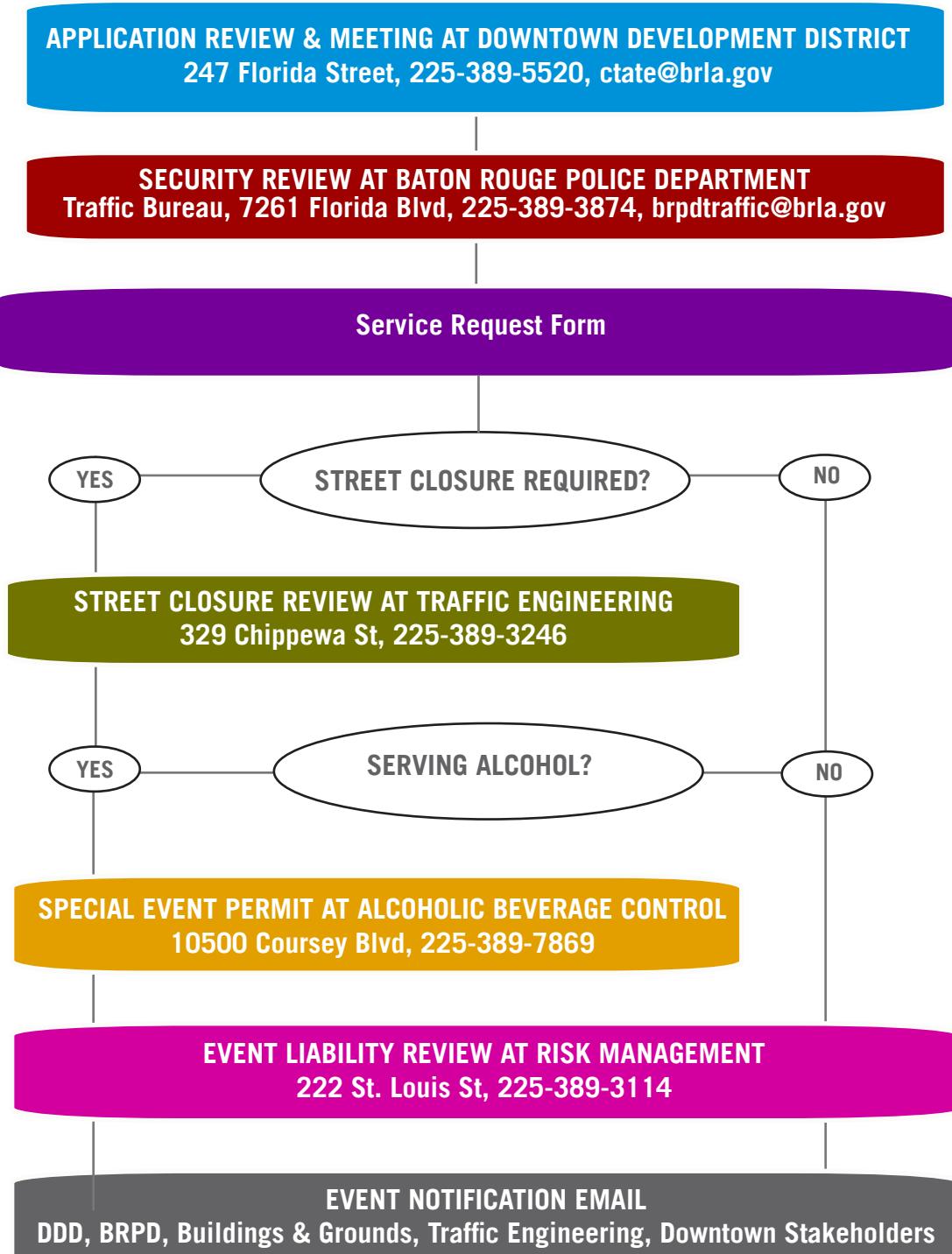
### **Alcoholic Beverage Permit**

A Special Event Permit is required in order to have alcohol at an event. Special Event Permits apply to any festival, concert, etc. where alcoholic beverages will be sold. Special Event Permit may be issued by the Alcoholic Beverages Control Office with the approval of the District 10 council member. Non Profit permits are issued to non-profit organizations with tax exempt status under the IRS code, Section 501(c) 3 or 501 (c) 8.

For information about Alcohol and Beverage Permits please go to the Alcohol Beverage Control and Gaming Enforcement website at [brla.gov/460/Alcoholic-Beverage-Control-Office](http://brla.gov/460/Alcoholic-Beverage-Control-Office).

Phone: 225-389-3364  
9048 Airline Highway

# Downtown Event Approval Process



## APPLICATION FOR RHORER PLAZA

Application must be filled out completely to be reviewed

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

On Scene Contact (if not same):

Name of the Event & organization holding the event & your position with the organization:

Section(s) of the Plaza requested:

Purpose of usage (detailed description of event):

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Move-In/Set-Up Time(s): \_\_\_\_\_

How much time do you need to tear down:

Please mark any that apply:

- Open to the Public
- Ticketed Event
- Wedding Reception/Ceremony
- Private Party
- Concert

## Alcohol:

Will there be alcohol at your event?  Yes  No

If yes, what vendor will you be using? \_\_\_\_\_

### Music/Amplified Sound:

**\*(Please see Stage Usage Guidelines)**

Will there be music? Yes No

If yes, please indicate name of band(s)/DJ and sound company:

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## Tents:

Will you be using tents?  Yes  No

If yes, will you be using a company?  Yes  No

Tent company name: \_\_\_\_\_

## Food Vending:

Will you have food vending onsite?  Yes  No

Vendor company name: \_\_\_\_\_

Where will they be located? \_\_\_\_\_

Will there be open flames? \_\_\_\_\_

## Banners:

Do you plan to hang banners/signage?  Yes  No

If yes, where in Rhorer Plaza will you display them? \_\_\_\_\_

## Security:

Baton Rouge Police Department is to be contacted and consulted for each special event. BRPD will determine on an event by event basis on the range of security that is required. This permit is not valid until BRPD has been made aware of the event.

## **(See Baton Rouge Police Special Event Request Form)**

Other:

Please provide a detailed description of the event explaining the purpose, number of vendors, and other elements not mentioned previously:

All event applications are due no later than 30 days prior to the event or the reservation will be cancelled.

I, **[REDACTED]**, on behalf of **[REDACTED]**, hereby

Acknowledge I have read the above and will comply with all requirements.

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



# BATON ROUGE POLICE SPECIAL EVENT REQUEST

The use of public areas for events in the downtown area will require the presence of police personnel for the Safety and Security needs of participants, as well as traffic control on adjacent roadways.

Baton Rouge Police Officers may be hired at the expense of the event holder at the rate of \$40 an hour with a 4 hour minimum.

Below is the staffing requirements for events:

EVENT SECURITY STAFFING MATRIX				
Estimate # in Attendance*	0 - 100	101 - 200	201 - 500	501 - 1000**
Fairs/Festivals	0	0	3	6
Sporting Events	0	2	3	10
Dances	0	2	4	10
Live Concerts	2	4	6	10
Other (Parades, filming, etc.)	<i>To be determined by Police Department</i>			

\*For Private events serving alcohol, an additional 2 officers are needed  
\*\*For each additional 500 attendees, 2 officers are needed.

Event Name / Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Date & Times \_\_\_\_\_

Street Closure Required YES \_\_\_\_\_ NO \_\_\_\_\_ \*Street Closures Require Additional Officers

Expected Attendance \_\_\_\_\_ Type of Event \_\_\_\_\_

Alcohol Permit YES \_\_\_\_\_ NO \_\_\_\_\_

Number of Officers Requested \_\_\_\_\_

\*Outside Law Enforcement agencies with jurisdiction in the City of Baton Rouge may be utilized, a contact for that agency must be provided prior to the event.

BRPD APPROVAL \_\_\_\_\_

BRPD Traffic Bureau

7261 Florida Blvd Baton Rouge, LA 70806

(225)389-3874

[brpdtraffic@brla.gov](mailto:brpdtraffic@brla.gov)

# DPW Event Service Request

Event Name \_\_\_\_\_  
Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Date(s) &  
Times \_\_\_\_\_

Expected Attendance \_\_\_\_\_

How many are needed? (Crews will be determined by DPW based on expected attendance)

\_\_\_\_ Generator(s)

\_\_\_\_ Fuel for Generator(s)

\_\_\_\_ Electrician/Electrician Supervisor

\_\_\_\_ Trash Crew(s)

\_\_\_\_ Trash Cans/Bags

\_\_\_\_ Truss Stage Cover

\_\_\_\_ Roll Off Dumpster

\_\_\_\_ ~~Metal Barricades~~

\_\_\_\_ Plastic Barricades

\_\_\_\_ Standard Toilet(s)

\_\_\_\_ ADA Toilet(s)

\_\_\_\_ Hand Washing Station

**Continue to next page...**

# DPW Event Service Request Cont'

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- Electrical Stage Panels & Cables
- Light Towers
- Fuel for Light Towers

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**TOTAL FEE DUE: \$** **\*\*Payment Due Prior to Event Date**

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**\*Please submit a map of event along with where you would like generator(s) set up**

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**Remit Payment to :** **DPW Buildings & Grounds, 7<sup>th</sup> Floor, Room 780**

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**Pymt Date:**

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**Approved by DPW Buildings & Grounds Director**

City of Baton Rouge Parish of East Baton Rouge Department of Buildings and Grounds  
222 St. Louis Street, Room 780  
Office: 225-389-4615  
Email: [mgills@brla.gov](mailto:mgills@brla.gov)

CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE  
DEPARTMENT OF PUBLIC WORKS



Department of Buildings and Grounds

Phone: 225-389-4615

SPECIAL EVENT LABOR AND USAGE RATES

DEPT	Description	Price
B&G	1ST GENERATOR	\$375.00
B&G	EACH ADDITIONAL GENERATOR	\$275.00
B&G	FUEL FOR GENERATOR PER HOUR	\$8.00
B&G	LABOR/ELECTRICAL SUPERVISOR PER HOUR	\$50.00
B&G	LABORER/ELECTRICIAN	\$45.00
B&G	TABLES (1-10) FLAT	\$150.00
B&G	TABLES(11+) EACH	\$4.00
B&G	CHAIRS (1-25) FLAT	\$150.00
B&G	CHAIRS (26+) EACH	\$2.00
B&G	TRUSS STAGE COVER	\$4,000.00
B&G	TICKET BOOTH	\$150.00
B&G	ELECTRICAL STAGE PANELS & CABLES	\$325.00
B&G	LIGHT TOWERS (RENTED)	\$260.00
B&G	FUEL PER LIGHT TOWER PER HOUR	\$8.00
B&G/DOM	TRASH CANS (1-10) FLAT	\$100.00
B&G/DOM	TRASH CANS (11+) EACH	\$2.00
B&G/DOM	TRASH BAGS (CASE)	\$40.00
B&G/DOM	TRASH CREW PER HOUR (4 PERSON)*	\$202.00
DES	ROLL OFF DUMPSTER	\$375.00
DOTD	PLASTIC BARRICADES (1-50) FLAT	\$150.00
DOTD	PLASTIC BARRICADES (51+) EACH	\$10.00
DOTD	PARKING METER SPACE	\$20.00
DOM	STANDARD PORT-O-LETS	\$78.00
DOM	ADA PORT-O-LETS	\$114.00
DOM	HAND WASH STATIONS	\$24.00
DOM	RECOVERY	\$18.00

\*Trash Crew estimated on expected attendance

1 - 1000 = 1 Crew

1001 - 3000 = 2 Crews

3001 - 5000 = 3 Crews

## **Insurance Certificate of Liability Requirements**

The following are insurance requirements for all events held on City-Parish property including streets, sidewalks, etc.

1. The City of Baton Rouge, Parish of East Baton Rouge MUST be named as Additional Insured on all liability policies (under description of operations/special provisions). PLEASE LIST the City of Baton Rouge, Parish of East Baton Rouge, Louisiana as the certificate holder as follows:

CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE, LOUISIANA  
POST OFFICE BOX 1471  
BATON ROUGE, LOUISIANA 70821

2. Commercial General Liability coverage shall be provided with limits of not less than \$1,000,000 for any one Occurrence and if a General Aggregate limit is used, it shall not be less than twice the Occurrence limit.

3. If PAID employees (paying is the key) will participate, the following is required:

Workers' Compensation and Employer's Liability insurance covering all employees in compliance with the laws of the State of Louisiana. If workers are through another company, they should furnish you a copy of their certificate and waiver of subrogation from their carrier. If volunteers (gray area on W.C., but we usually do not request W.C.)

4. If automobiles will be used, the following is required: Automobile Liability coverage shall be provided with limits of not less than \$1,000,000 for any one Occurrence. Coverage to include all Owned, Hired and Non-Owned Automobiles.

5. If alcohol will be served on City-Parish property OR if alcohol is served on non City-Parish property and there is a public street closure involved the following is required:

Alcohol Legal Liability coverage (ex: Bar-keepers liability) shall be provided with limits of not less than \$1,000,000.

If alcohol will be sold/served on City-Parish property, a special events permit is necessary (your liquor permit and special events permit are the same). Once insurance is in place, please contact the Parish Attorney's Office at 389-3114 for the necessary paperwork (a Hold Harmless agreement) to bring to the Office of Alcohol, Beverage Control in the Clerk of Court Building. This information is available at <http://brgov.com/dept/parishattorney/abc.htm>, the City-Parish website, or you may contact the ABC office at 225-389-3364.

6. Evidence of coverage showing a 30-day notice of cancellation is required.

All information should be brought to:

OFFICE OF THE PARISH ATTORNEY

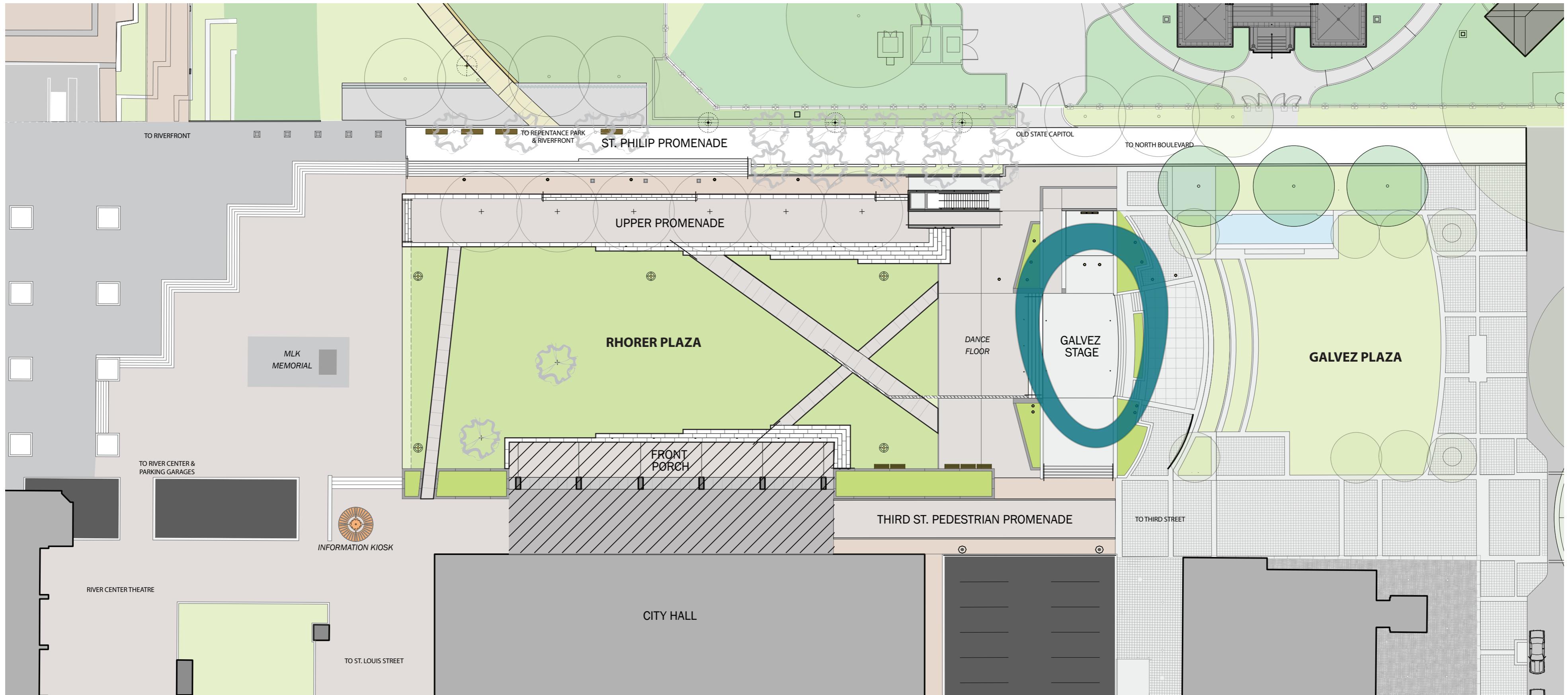
Risk Management Division

222 St. Louis Street, 9th floor

Baton Rouge, Louisiana 70802

ph. 225-389-3114

fax 225-389-5464



# RHORER/GALVEZ PLAZA

