

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 81(R)

December 7, 1993

TO: All Departments, Boards, Agencies, and Commissions

FROM: Leonard D. Simmons, Jr., Chief Administrative Officer

SUBJECT: SPECIAL EVENTS INFORMATION

1. PURPOSE.

This memorandum assigns the responsibility for distributing information on City requirements for special events to the Mayor's Office of Public Information.

2. DEFINITION.

For the purposes of this policy memorandum, the term "special event" applies broadly to any type of extraordinary activity held in New Orleans. In some cases, such activities may require the use of City property or support services. The term "special event" includes, but is not limited to, fairs, festivals, block parties, road races, parades, conventions, political events, etc.

3. PROCEDURE.

- A. The Mayor's Office of Public Information has a handout which tells where to call for information on City requirements for various special events. Any employee who receives an inquiry about special event requirements should recommend that the event organizer get a copy of the handout. The departments involved shall keep a supply of the handouts and give one to anyone who asks about special events.
- B. All applicable licenses and permits for a given event will be issued by the appropriate City departments.
- C. If any department or agency is contacted by the organizers of a special event, the department should give the event organizer a copy of the special events handout. In this way, event planners will be aware of required City authorizations. Employees who are likely to have contact with special event organizers should become as knowledgeable as possible about related City requirements and services so as to inform the public.

4. INQUIRIES.

Any questions concerning this memorandum should be addressed to the Mayor's Office of Public Information, Room 1W02, City Hall, telephone 565-6580.

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