

**TOWN OF MARION
ORDINANCE NO. 2026-01**

SPECIAL EVENTS ORDINANCE

BE IT ORDAINED by the Marion Board of Aldermen in regular and legal session, that provisions pertaining to Special Events are hereby added to the Marion Ordinances, To Wit:

SPECIAL EVENTS

ARTICLE 1. IN GENERAL

Sec. 1 Definitions.

For the purposes of this section, the term "Special Events" includes outdoor music events, carnivals, circuses, trail rides, car shows, fund raising events, any pre announced or arranged gathering of people, any gathering advertised by newspaper, radio, TV, social media or any other forms of communication and similar activities, held in the Town of Marion. This ordinance shall only apply to gatherings of 100 people or more. Further, this ordinance is intended to apply to non-commercial, or commercial activities generating revenue and/or held in exchange for goods and services. This ordinance is not intended to apply to business establishments with occupational licenses, wherein all attendants will be inside the business, to family, church, political, school, civic or government planned events, to organized athletic events for children or persons under 19 years of age, fishing tournaments and festivals that have taken place at least once prior to the adoption of this ordinance. An organization or group can apply to the Marion Board of Alderman (MBA) to be declared exempt from the provision of this chapter if found to be similar to the foregoing exemptions and no valid complaints having been lodged against the organization or groups' prior events. If valid complaints are made against an exempt organization or groups event, the MBA can by formal motion, revoke an exempt status of any group or organization. Permitting decisions shall be made without regard to the content of protected speech.

Sec. 2 Regulations established.

(A) Application Required and Application Deadline

- (1) No Special Event of any kind or for whatever purpose shall be held without applying to the Marion Board of Aldermen for a permit required by this article.

- (2) Any person, persons or entity desiring to conduct or manage a Special Event shall make written application on the standard Marion Board of Aldermen ("MBA") forms available from the Marion Town Hall to the MBA at least 30 days before the date on which the Special Event is to be conducted, by delivering same to the Mayor or Clerk of the Town of Marion, who shall date, note the time and sign same acknowledging receipt.
- (3) Any application submitted for a Special Event which is scheduled to occur within 30 days shall not be accepted by the MBA and be returned to the applicant.
- (4) A permit fee of \$250.00 shall be submitted with the application. The fee will be retained by the Town if the permit is granted even if the permit is later revoked or the event is cancelled for any reason after issuance of the permit. The \$250.00 fee will be refunded if the application for the permit is denied. The MBA may elect to waive this fee if the following conditions are met: (1) at the time that the application is submitted the applicant provides the sponsoring entity's IRS determination letter granting 501c(3) status, and (2) a signed statement by applicant, Organization Head or Responsible party that the entire proceeds of the event will be used for educational, charitable, religious, or historical restoration purposes, including the furtherance of the civic, education, historical, charitable, fraternal, or religious purpose of the organization or if not a fund raising event, that the activity promotes or is in furtherance of said 501c(3)'s purposes. A copy of the 501(c)3's Articles of Incorporation must be provided with the application.
- (5) Each application shall set forth the following information:
- (a) The name of the individual(s), group, association, or organization wishing to conduct the Special Event. The name, address and telephone number of each person or persons completing the application. When the Special Event is to be conducted for, on behalf of, or by a group, association, business or other entity/organization, the application shall also include the (1) name, address, and telephone number of the headquarters of the group, association, or other entity/organization, (2) the responsible head of such group, association, or other entity/organization ("Organization Head") and (3) the person(s) for the group, association, or other entity/organization who is/are the coordinator(s) of the Special Event. ("Responsible Party").
- (b) No applicant(s) who are individuals can be registered sex offenders. If the

applicant is a group, association, or other entity/organization the Responsible Party cannot be a registered sex offender. Further, whether the applicant is an individual(s) or a group, association, or other entity/organization no property owner, organizer, volunteer, or paid worker involved with the Special Event can be a registered sex offender.

(c)The name, address, telephone number, and driver's license (or government issued identification) of each individual submitting the application shall be provided when the application is being submitted for a group, association or other entity/organization the names, address, telephone number and driver's license (or government issued identification) of the Responsible Party and Organization head shall also be submitted.

(d)The name, address and telephone number of the individual(s) or group, association, or organization to whom the permit is to be issued.

(e)The date(s) when such Special Event is to be conducted.

(f)Applicant shall provide the desired location for the event along with a valid, signed lease, contract, or written permission from the property owner or proof applicant is the owner of the site. Applicant shall provide a layout of the property and event details which includes the size of the property, a traffic flow plan, designated means or ingress and egress, designated parking areas, staging areas, number and location of restrooms, number and location of handwashing stations, number, location and type of trash collectors, and other pertinent information such as riding trail directions, types of anticipated attractions (e.g. merry-go-round), location of stage(s) at musical events, etc.)"Event Layout") The MBA specifically reserves the right to request additional information concerning the Event Layout from the Applicant once the application is submitted to gain a better understanding of the Special Event and its impact, if desired by the MBA. The Applicant shall comply with any request by the MBA for additional information concerning the Event Layout.

(g)The time when the Special Event will start and terminate.

(h)The time at which attendees will begin to assemble for Special Event.

(i)The time at which attendees will be required to vacate the property where the Special Event was held.

(j) Attendance Number which shall include the approximate number of (1) persons who are anticipated to attend. (2) the approximate attendance for the most recent event if the Special Event has been held before, (3) number and type of vehicles anticipated and (4) the number and type of animals involved, if any.

(k) All proposed clean-up, emergency, health, sanitation, and security plans in place during the Special Event.

(l) Any application submitted to the MBA which does not contain the information required by this article shall not be accepted by the MBA and shall be returned to the applicant.

(m) Any application that is initially missing any of the information required by this article but is later supplemented to provide all the information shall be considered untimely if such supplement is provided later than 30 days before the date of the Special Event. In this event, the application will not be considered and shall be returned to the applicant as untimely.

(B) Involvement of Certain Departments or Other Agencies

(1) Unless the applicant has received approval for a Sales Tax Exemption Permit from the State of Louisiana through the 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. MBA will notify the Union Parish Sales and Use Tax Commission at time of application. Applicant should direct any question or concerns on taxation of the Special Event to the Union Parish Sales and Use Tax Commission, at 318-251-8624.

(2) All applications for Special Events not previously permitted by the MBA, previously permitted Special Events being held at a different location, previous permitted Special Events which generate complaints to MBA or law enforcement, or the application for an Event Layout which substantial changes prior approved Event Layouts for a previously permitted Special Event shall be reviewed by the Marion Police Department (MPD). MPD shall conduct a site visit prior to the issuance of any permit for the Special Event (1) to determine the amount of security needed based on Special Event application including the Event Layout and (2) the impact on the surrounding community. If security concerns have been raised with an applicant's prior Special Event

or a similar event, MPD may consider this as part of its security evaluation. The MPD will advise the MBA on all security issues, and traffic matters. The Applicant is required to retain the services of law enforcement personnel or any licensed and insured security company to provide the required security, and traffic control, as determined by the MPD, when the event is anticipated to involve 100 or more individuals.

- (3) The Union Parish Health Unit or Parish Sanitarian will be consulted by the MBA and to evaluate all permit applications and proposed plans to determine health requirements, including but not limited to, the ratio of the number of attendees and restrooms including portables, sewerage disposal, and water availability.

Sec. 3 Requirements and Standards for Issuance.

- (1) No Special Event shall proceed without submission of an application to the MBA which complies with all the application requirements set forth in this article.
- (2) No permit shall be issued by the MBA unless the MBA is satisfied that the proposed Special Event to be permitted will not disrupt or harm any person residing near the proposed site, any scheduled town activity, restrict the traffic flow or passage on any unpermitted town street or roads, disrupt the normal activity and operation of businesses, or encroach on any private property.
- (3) No permit shall be issued by the MBA unless the proposed clean-up, emergency, health, sanitation, and security plans in place during public interest or special event and estimated budgets for implementation and enforcement of these plans, as provided with the permit application, are approved by the MBA, relevant fire district, emergency medical service, and health unit. Such approval or disapproval of the proposed plans shall be communicated via a written recommendation from the offices of the MBA, relevant fire district, emergency medical service, and health unit. In the event the MBA desires to exercise its override power, the override shall be determined by a vote of all MBA members. No override shall occur unless supported by a majority of the MBA as determined by the results of the vote.
- (4) Applicant shall provide the number of attendees in its' application which is to be a formal representation of the basis of the permit. This number provided by the applicant is the operative representation that all coordinating

agencies shall base their determination upon. Should the applicant underestimate the number of attendees, the MBA shall have the authority to terminate the event in its sole discretion, if the crowd size underestimated causes the Special Event to be in violation of any of the requirements of this ordinance.

- (5) The Special Event shall be permitted only during hours when the on-site parking would not be used for the primary occupancy's high traffic generated activities. Applicant shall seek approval of its traffic and security plan with the MPD and provide the results of such application to MBA for its consideration.
- (6) When the Special Event has been concluded, the location(s) shall be left clean and restored to at least its previous condition.
- (7) All parking associated with the Special Event whether by volunteers, organizers, paid workers, or attendees for the Special Event shall occur on the property designated for parking in the Event Layout submitted with the application for the Special Event. Parking for the Special Event is prohibited on the public rights of way. Volunteers, organizers, paid workers, or attendees who park in the public rights of way shall be subject to criminal and other sanctions as provided by law including that any vehicle in the public rights of way is subject to immediate towing with all permissible charges including towing expense, storage expense and fines being assessed.
- (8) Payment of the non-refundable \$250.00 permit fee. This fee shall not be refunded if the permit is revoked.

(A) Denial or revocation.

Upon written notice to the applicant or permittee, the MBA, Mayor or Mayor Pro Temp or Chief of Police may deny or revoke a permit when:

- (1) The information contained in the application upon which the permit is based is found to be false in any material manner whatever the cause including but not limited to the presentation of inaccurate information or omission.
- (2) The applicant has failed to comply with any requirements of this article.

- (3) The applicant has previously had a Special Event permit denied or revoked for failure to comply with this ordinance, or that at a Special Event held by the applicant, the applicant's identified Organization Head or the designated Responsible Party had significant criminal activity which was discovered and was/or is being prosecuted.
- (4) The revocation of a permit will not result in a refund of the \$250.00 permit fee.

(B) Procedures for appeal

- (1) An applicant who is denied a permit or a permittee whose permit has been revoked may file a written appeal ("appeal") with the MBA from such denial or revocation.
- (2) The appeal must be filed within 48 hours of the permit denial or revocation.
- (3) The appeal must state in detail the grounds upon which it is asserted that the permit denial or revocation should be modified or reversed. If a modification is desired, the party appealing shall state the modification desired.
- (4) The appeal shall have attached to it the following documents (1) a copy of the complete application including all documents submitted in conjunction with the application, (2) the written permit denial or revocation and (3) all other documents the appealing party believes are material to the determination, if any.
- (5) The appeal will not be considered if the party appealing fails to comply with any requirement of this subsection of this article and the committee's decision will stand.

(C) Conditions and restrictions.

- (1) The Marion Police Chief as MBA representative may condition the issuance of any permit by imposing reasonable requirements concerning the time, place and manner of the proposed activity, and such requirements as are necessary to protect the safety of persons and property or the control of traffic; provided such conditions shall not unreasonably restrict the right of free speech. Such restrictions may include, but are not limited to:
 - (i) Restrictions on the purpose of the proposed activity, which shall in all instances be limited to only those purposes which are lawful.

- (ii) Restrictions on the location, date(s) time(s) and frequency of the proposed activity.
- (iii) Alteration of the date, time, route, or location of the proposed activity on the permit application.
- (iv) Conditions concerning the area of assembly and disbanding of a proposed activity or other events occurring along a route, as well as the conditions concerning the grounds for dispersion or elimination of the activity when such activity cannot be mitigated to a point as to ensure public safety and welfare, or which causes undo potential liability to the Town of Marion.
- (v) Requirements for the adequacy of health and sanitation concerns, including the presence of garbage disposal containers and cleanup, and portable toilets, as well as the requirements for restoring the premises of the proposed activity.
- (vi) Conditions concerning the accommodation of pedestrian or vehicular traffic, including restricting the proposed activity to only a portion of a street or area to be traversed and implementation of a traffic control plan to regulate traffic and pedestrian safety on the premises of the proposed activity, to be approved by the MPD.
- (vii) Requirements for the use of traffic cones, barricades, or other traffic control devices.
- (viii) Requirements for the use of MPD or other law enforcement personnel and/or equipment
- (ix) Conditions concerning crowd control, including implementation of a security plan based upon the represented attendance of the proposed activity or historic attendance or issues at a past event of the Special Event.
- (x) Compliance with noise ordinances, regulations, and laws and restrictions on the use of amplified sound.
- (xi) Requirements to provide notice to surrounding property owners by sending a mailing by U. S. mail to all contiguous property owners within a

reasonable distance of the subject property location at least 30 days prior to the event.

- (xii) Compliance with ordinances, regulations and laws governing alcoholic beverages and restrictions on the sale or consumption of alcohol on the premises of the proposed activity.
- (xiii) Compliance with ordinances, regulations, and laws governing sales tax of the proposed activity. If the activity is subject to sales and use tax, any necessary permit from the appropriate taxing authority shall accompany the application.
- (xiv) Restrictions on the number and type of vehicles, animals, or structures at the proposed activity, and inspection and approval of animals or structures during the proposed activity.
- (xv) Compliance with animal protection ordinances, regulations, and laws, including all vaccination requirements imposed by the State of Louisiana.
- (xvi) Requirements for providing notice to all attendees and participants including volunteers and paid workers of the proposed activity of the conditions and restrictions imposed upon the activity and activity premises.
- (xvii) Compliance with any relevant ordinance or law and obtaining any legally required permit or license.
- (xviii) Any restriction or condition deemed necessary to ensure public safety and well-being.

(D)Qualifications for Applicants for Permits involving Alcohol

La. R.S. 26:80 and La. R.S. 26:280 outline the requirements for applicants for permits when alcohol will be sold or allowed on premises at a Special Event subject to this ordinance. The requirements of La. R.S. 26:80 and La. R.S. 26:280 as presently written or as amended are incorporated here by reference.

Sec. 4 Violations and Penalties.

- (a) Any person violating any provisions of this article shall be guilty of a misdemeanor and upon the conviction thereof shall pay such penalties as the court may decide as prescribed by Louisiana law not to exceed \$500.00 and/or up to 60 days in jail or both. Each day's continued violation shall constitute a separate offense.
- (b) In the event the applicant's permit is denied, in addition to other prescribed remedies in this article, the MBA shall not consider any application by the applicant for site plan approval and subsequent issuance of a permit for that project for a period not to exceed 90 days from the date of determination of violation or denial.
- (c) The MBA has the power and authority to shut down Special Events, if, at any time during the Special Event, it determines that the Special Event is in violation of any permit conditions, or the safety and security plans submitted and approved for permit issuance including any information found in the Event Layout. If a person refuses to comply with a vacated order from MBA then such refusal may be deemed a disturbance of the peace and a violation of this provision and thus said violator(s) may be subject to issuance of citation, arrest and criminal charges.
- (d) Nothing herein shall prevent the MBA from taking such other action as is necessary to prevent or remedy any violation, including injunctive relief.

SEC. 5 PROCEDURE

The Mayor or Mayor Pro Temp, The Chief of Police and the Alderman or Alderwoman that resides closest, measured in a straight line, to where the special event is to take place, (the Special Event Committee) shall review the application and advise the applicant if additions to the applicants plans are needed or if authorized by a specific provision of this Article reject or deny the application, and if two out of the three agree, recommend that the council authorize the issuance of a permit.

BE IT FURTHER ORDAINED that this ordinance shall become effective immediately upon adoption.

BE IT FURTHER ORDAINED that any ordinance or parts of any ordinance in conflict herewith are hereby repealed.

**TOWN OF MARION
SPECIAL EVENTS**

REQUEST FOR EXEMPT STATUS

_____ does hereby request exempt status for their
organization or group on the grounds that: _____

Prior Events: _____
State Event and Date

Nature of anticipated event: _____

Date of planned event: _____
Attach copy of actual or proposed ad, poster or other notice of the special event.

If the applicant is not specifically exempt under the current list of exempt parties, WHY does the
group or organization qualify as exempt under the current definition and list of exempt groups or
organizations _____

NAME OF GROUP OR ORGANIZATION _____

by: _____
Signature Date

PRINT NAME: _____

OFFICE HELD: _____

OFFICE PHONE NO. _____

CELL PHONE NO. _____

ADDRESS: _____

TOWN, STATE, ZIP: _____

GRANTED _____ DENIED _____ MBA MEETING DATE _____

TOWN OF MARION SPECIAL EVENT

PERMIT APPLICATION

Return to: Town of Marion
398 Main Street
Marion, LA 71260

For Office Use Only:
Date Submitted: _____
Time Submitted: _____
Received by: _____

All permit applications must be filled out in full and submitted at least 30 days before event or they will be denied.

Applicant Name: _____ Date: _____

Organization Name: _____ Group Name: _____

- ☐ A copy of the applicant's driver's license is required
- ☐ If organization is a registered business, please provide a copy of Organizational Papers from the Secretary of State. **If the organization is a non-profit, please provide a current non-profit status from the Louisiana Secretary of State's office.**
- ☐ R-1048 form if available (to be sent to Sales and Use Tax Office)
- ☐ Please include IRS Certificate stating tax exempt status **if applicable.**

Mailing Address: _____ Phone: _____

City, State, Zip: _____ Email Address: _____

***Note: The applicant, Landowner or Responsible Party must not be a Registered Sex Offender or have a Felony conviction. This will be verified by the Marion Police Department (MPD)**

EVENT INFORMATION

Event Location Address _____ Event Dates: _____

Type of Event: (Check all that apply)

■ Concert: ■ Performer ■ Lights ■ PA System

Day 1: Event Start Time: _____ Event End Time: _____

Day 2: Event Start Time: _____ Event End Time: _____

Day 3: Event Start Time: _____ Event End Time: _____

Projected number of persons (Please include participants, workers, performers, and security) attending event: _____

Please describe in detail the activities planned. (Attach separate sheet if necessary) and Attach a copy of the proposed or actual ad, poster, or other notice of the special event.

[illegible]

Will you be charging? (Check all that apply):

■ General Admission ■ Registration ■ Ticket Fee

EVENT LOCATION

All applicants must provide a layout of the property to include:

- The size of the property.
- A traffic flow plan to include points of ingress/egress
- Location and size of parking spaces, and number of parking spaces
- A layout of staging, restrooms, hand washing station locations, trash collection, etc.
- Riding trail directions, ATV trail directions, other event directions
- Signed copy of lease, contract, evidence of ownership of event site, or written permission from property owner.

Have you requested that the Town of Marion close any roads, street, or alleys? If so, describe boundaries of the road or roads the town has agreed to close:

If the event will be held on private property, please have this portion signed by the owner of the private property where the Special Event is going to be held.

I hereby grant the applicant and any affiliated organization permission to use my property in connection with the Special Event above described. I am aware of the Town of Marion Special Event Ordinance and agree to comply with the requirements associated with it.

Property Owner Signature

Date

ALCOHOL

Will alcoholic beverages be served? ☐ Yes ☐ No

If yes, you must provide the licensing information under which distribution will be permitted.

VENDORS

Will the event have Vendors on-site? ☐ Yes ☐ No

If yes, please provide a list of names and contact information for those vendors.
Use additional sheets of paper if necessary

Vendor Name

Phone Number

HOLD HARMLESS AND INDEMNITY AGREEMENT

We, the undersigned, agree to indemnify and hold harmless, the Town of Marion and its personnel, its insurers, successors, and heirs from any, and all liability or claims, for damages, demands, suits, expenses, (including reasonable legal fees) and or injuries which may occur as a result of the above described event.

Applicant Signature

Date

SECURITY

Security provided by: _____
(Company Name)

(Address)

Contact Name: _____ Phone Number: _____

Number of Security Guards provided (to be recommended by MPD): _____

TOWN OF MARION REVIEW

▣ Application Reviewed by: _____
Signature of Mayor or Mayor Pro Temp Date

▣ Application Reviewed by: _____
Signature of Police Chief Date

▣ Site Reviewed Conducted by: _____
Signature of Alderman or Alderwoman Date

▣ Security Reviewed by: _____
Signature of Chief of Police Date

▣ Verification of Criminal Background by: _____
Signature Date

*Responsible party must **not be a Registered Sex Offender or have a Felony Conviction.**

Notes: REASON IF DENIED: _____

■ Approved ■ Denied

Mayor Signature

Date _____

■ Approved ■ Denied

Chief of Police Signature

Date

☐ Approved ☐ Denied_

Alderman/Alderwoman

Date _____

TOWN OF MARION
NOTICE OF PROPOSED ORDINANCE

The following ordinance was proposed on the 21st day of April, 2026 and will be considered for adoption at the next regular meeting to be held the 15th day of September, 2026 at 7:00 p.m. Marion Fire Station, Marion, Louisiana, to-wit:

TOWN OF MARION
ORDINANCE 2024-01

**AN ORDINANCE PERTAINING TO SPECIAL EVENTS, APPLICATIONS,
REQUIREMENTS, STANDARDS AND PENALTIES.**



MARGIE ALBRITTON
MARION TOWN CLERK
PUBLISH ONCE

NOTICE TO THE PUBLIC

TOWN OF MARION ORDINANCE NO. 2026-01

SPECIAL EVENTS ORDINANCE

Notice is hereby given by the Town of Marion that Ordinance No. 2026-01, Special Events Ordinance was proposed at the regular Town of Marion Alderman Meeting on April 21, 2026 and will be considered for adoption at the September 15, 2026 regular Town of Marion Alderman Meeting at the Marion Fire Station.


MARION TOWN CLERK

BE IT FURTHER ORDAINED that the provisions of this ordinance shall be included and incorporated in the Town of Marion Code of Ordinances as an addition thereto and shall be appropriately renumbered to conform to the uniform numbering system of the Code.

This Ordinance was proposed on the 21st day of April, 2026.

The Ordinance was offered by Channing Washington, seconded by Mark Andrews.

Upon the following vote duly adopted on the 15th day of September, 2026.

Yays: 5 - Washington, Hoggatt, Andrews, Harris, Davis

Nays: 0

Abstain: 0

Absent: 0


MARGIE ALBRITTON
Town Clerk


DANNY A. SMITH
Mayor

CERTIFICATE

I, Margie Albritton, Clerk of the Town of Marion, do hereby certify that the above and foregoing ordinance was passed by the Mayor and Alderman of the Town of Marion on the 15th day of September, 2026, at which meeting a quorum was present.

Marion, Louisiana, this the 15th day of September, 2026.


MARGIE ALBRITTON - CLERK