Introduced March 27, 2012, by Councilwoman Harbison, seconded by Councilman Borchert, (by request of Administration)

Item No. 12-03-2947

ORDINANCE NO. 3655

An ordinance reevaluating and reassessing the Code of Ordinances of the City of Slidell, Chapter 10, Civic and Cultural Affairs and Facilities, Article II, City Buildings Used by the Public, in its entirety.

WHEREAS, the City desires to reevaluate and reassess the City of Slidell Code of Ordinances, Chapter 10, Civic and Cultural Affairs and Facilities, Article II, City Buildings Used by the Public, in its entirety; and

WHEREAS, the City desires to amend the City of Slidell Code of Ordinances, Chapter 10, Civic and Cultural Affairs and Facilities, Article II, City Buildings Used by the Public, in its entirety; and

NOW THEREFORE BE IT ORDAINED by the Slidell City Council that it does hereby amend the Code of Ordinances of the City of Slidell, Chapter 10 Civic and Cultural Affairs and Facilities, Article II, City Buildings Used by the Public, as follows:

Sec. 10-21. Applicability of article regulations.

The regulations contained in this article shall govern the use of the Slidell Municipal Auditorium and the use of other City-owned buildings and parks which are leased or used by the public.

Sec. 10-22. Users responsible for damages and injury.

(a) Any organization, group or individual desiring to use the Slidell Municipal Auditorium, the Rufus Viner Memorial Center, John Slidell Park, Heritage Park, Possum Hollow Park, Ducksworth Park, Fritchie Park, the City Council Chambers and/or the

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meeting room on the first floor of City hall, or other similar building, for gatherings or events, shall be responsible in solido for any loss or damage to the premises, furnishings, fixtures or equipment, or damages or injury to persons or property which may occur during the occupancy or use by them, or anyone acting in their behalf, regardless of whose fault is the cause, or whether or not the party at fault are known or unknown to the members of such group, and shall agree to indemnify and hold harmless the City in full for damage, loss or injury, together with reasonable attorney's fees, administrative costs, and other costs, if the claim is placed in the hands of an attorney for collection or suit.

(b) Groups or individuals using City buildings and/or parks shall be required, at the time of signing a contract for use, to provide a certificate of insurance evidencing coverage in the amount specified by the City administration according to the type of event held, and listing the City as an additional named insured. Factors to be considered in deciding the minimum amount of insurance coverage required shall include, but not be limited to, type and size of event, number of participants and possible danger to participants and guests. (Subsection (b) shall not apply to use of the City Council Chambers).

Sec. 10-23. Written agreement required for use.

Any organization, group or individual desiring to use the Slidell Municipal Auditorium, the Rufus Viner Memorial Center, John Slidell Park, Heritage Park, Possum Hollow Park, Ducksworth Park, Fritchie Park, the City Council Chambers and/or the meeting room on the first floor of City hall, or other similar building, shall enter a written

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contract for lease on a form approved by the Mayor or the City attorney and signed by an officer of the organization who has the legal power to bind the organization to a contract. Those public agencies desiring use of the City Council Chambers shall enter a written contract for use on a form approved by the City Council. Any misrepresentation on said contract shall result in a civil penalty of \$500.00 and no use of any City building and/or park for five (5) years.

Sec. 10-24. Rules regarding buildings.

The Mayor shall develop rules regarding each building to ensure the protection of City property and proper conduct of the lessee. This section shall not apply to use of the City Council Chambers.

Sec. 10-25. Reserving dates for use.

- (a) To ensure that non-profit corporations, as defined by R.S. 12:201 *et seq.*, have priority use of the Slidell Municipal Auditorium, the Mayor, or his designee, shall allow a public agency, school, or school-sponsored organization to reserve dates for use of the auditorium or other City buildings during the month of January of each year. The books will be open for reservations in the month of January of each year for reservations for the following year. On February 1 of each year, reservations shall be open to all groups.
- (b) The Rufus Viner Memorial Center and any other City building, excluding the City Council Chambers and the meeting room on the first floor of City hall, may be used by for-profit organizations as well as non-profit organizations, public agencies, schools or school-sponsored organizations. Monthly or weekly uses are allowed, but since

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it is the intent of the City to allow as much diversity in use as possible, those dates will be divided among groups making requests.

(c) The City Council Chambers may be used by public agencies only, and reservations shall be made through the City Council office.

Sec. 10-26. Use of alcohol.

- (a) No person or organization may sell alcohol in any City building without first obtaining a permit to do so in accordance with section 4-23 of this Code. Whenever alcohol is to be present in a City building and/or park, the City will arrange for a Slidell Police Officer(s) to be present, and shall notify the department of administration of the name of the officer(s) not less than seventy-two (72) hours prior to the event. If no Slidell Police Officer is available to attend the event, an officer from the St. Tammany Parish Sheriff's Office shall be hired, and the users shall notify the department of administration of the name of the deputy(s) not less than seventy-two (72) hours prior to the event. If an organization fails to comply with this section, the event shall be canceled.
- (b) No alcoholic beverages shall be present at any time in the City Council Chambers.
- (c) The City of Slidell/Slidell Police Department, at its sole discretion, in conjunction with the fire marshal, will determine the level of security required for all events held at the Slidell Municipal Auditorium and any other City owned building and/or park. The lessee shall disclose the estimated attendance figure, activities, entertainment and other pertinent information needed to determine security measures. The use of alcohol,

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history of the event, length of event, type of entertainment and space utilized will be taken into account to determine the security level required for said event. All costs of law enforcement personnel shall be paid by the lessee. The City of Slidell shall provide lessee with an estimated cost of security personnel required for the event. Lessee shall pay to the City of Slidell said estimated cost in the form of a law enforcement personnel deposit at the time the event is booked. Should lessee fail to disclose accurate event statistics, such as attendance figures, the City of Slidell/Slidell Police Department has the right to increase the security level based on event statistics for which promoter shall be responsible for said increased cost.

- (d) No alcoholic beverages shall be sold or consumed at any athletic event. Sec. 10-27. Types of groups.
 - (a) Types of groups are as follows:
 - (1) Group 1: 501(c)(3) Non-profit corporation(s)/organization(s)
 - (2) Group 2: Non-Profit Corporation (as defined by R.S. 12:201 et seq.)
 - (3) Group 3: Private individual or for profit organization.
 - (3) Group 4: Public Agency/Political Subdivision
- (b) Public agencies are agencies of a federal, state, parish or municipal government, or a state political subdivision.
 - (c) Group 4 event rates shall be at the discretion of the Mayor.

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Sec. 10-28. Fee schedule for Slidell Municipal Auditorium.

(a) The following fee schedule shall be applicable to the Slidell Municipal Auditorium:

CONTRACT FEES Facility Event Rental:

No. of Hours	Group Type	Base Price	Over Contract Time Or After 2:00 a.m. (Per Hour)	Rental Deposit (Non-Refundable)	Security/ Damage Deposit (Refundable)
0-12	1	\$2,000.00	\$500.00	Minimum Deposit - \$1,000.00 or 50% of total (whichever is greater)	\$1,000.00
0-12	2	\$2,500.00	\$500.00	Minimum Deposit - \$1,000.00 or 50% of total (whichever is greater)	\$1,000.00
0-12	3	\$3,000.00	\$500.00	Minimum Deposit - \$1,000.00 or 50% of total (whichever is greater)	\$1,500.00

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Decorating and Clean-up

No. of Hours	Group Type	Decorating and Clean-Up
0-4	1, 2 & 3	\$160.00
4-6	1, 2 & 3	\$240.00
6-8	1, 2 & 3	\$320.00
8-12	1, 2 & 3	\$480.00
12-24	1, 2 & 3	\$960.00

Available Packages

Α	В	С	D	E
100 People	200 People	300 People	400 People	500 People
\$100.00	\$200.00	\$300.00	\$400.00	\$500.00

Amenity Prices

Description	Unit	Price	Notes
Meeting Room 1		\$150.00	
Meeting Room 2		\$150.00	-
Meeting Rooms 1&2		\$200.00	
Man Lift	Per Use	\$150.00	Requires Lift Operator
Outside Tarp	Per Use	\$50.00	
Seafood Charge	Additional Charge	\$250.00	
Load In/Out	Per Use	\$150.00	

Additional Available Space

Space/Room	Rental Fee	Damage Deposit (Refundable)
Concession Area	\$100.00	\$500.00

(b) Group 1: Non-profit organizations must have and submit to the City a copy of its 501(c)(3) certificate when booking the auditorium.

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(c) Private/Business is considered any function that makes money for non-charitable purposes, such as:

Private Functions

Profit Organizations/Companies

- (d) DAMAGES: If the damages to the building are more than the damage deposit, the City reserves the right to take lessee to court for any damages in excess of your damage deposit.
- (e) EVENT ON CITY HOLIDAY: Except for functions sponsored by Mardi Gras Krewes or nonprofit organizations, there shall be no rental of City buildings on the following City holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Mardi Gras Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and the Day after Christmas. If exceptions to this rule are made by the Mayor, fees on these days shall be at the rate of 1 1/2 times the regular rate.
- (f) RENTAL AND DAMAGE DEPOSITS: Rental deposits must be paid at the time of booking. Damage deposits must be received by the City fourteen (14) days prior to date of event. All checks will be deposited. If your damage deposit check is not received or is returned for insufficient funds, your event will be cancelled. Damage deposits shall be refunded fourteen (14) days after event, if there are no damages.
- (g) ALCOHOLIC BEVERAGES: All events serving alcoholic beverages are required by law to have a commissioned officer present for the duration of the event.

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(h) All rental contracts must be paid in full fourteen (14) business days prior to event.

Sec. 10-29. Fee schedule for City Council Chambers.

The flat rate fee for use of the City Council Chambers shall be \$35.00. Such fee is applicable only when usage occurs on weekends or holidays or after 4:00 p.m. on weekdays.

Sec. 10-30. Fee schedule for all other City buildings.

(a) The following fee schedule shall be applicable to the Rufus Viner Memorial Center:

No. of Hours	Group Type	Base Rate	Each Additional Hour (Or Part Thereof)	Damage Deposit	Rental Deposit (Non-Refundable)
0-4	11	\$200.00	\$125.00	\$500.00	50% of Base Price
0-4	2	\$250.00	\$125.00	\$500.00	50% of Base Price
0-4	3	\$300.00	\$125.00	\$500.00	50% of Base Price

- (b) All uses of Rufus Viner Memorial Center shall end no later than 12 Midnight.
 - (c) Basic rules for auditorium rental apply to usage of all other City buildings.

Sec. 10-31. Violators ineligible for future use.

Any violation of this article shall render the organization or individual responsible ineligible for use of the auditorium and other City owned buildings and/or parks for five (5) years from the date of occurrence, at which time the group, organization or individual may make application for use of the auditorium or other City owned building.

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Sec. 10.32, Firearm sales.

- (a) No person shall sell any firearm at any City owned building or upon any City owned property without complying with each of the following, prior to the completion of the sale:
 - (1) Contact the National Crime Information Center;
 - (2) Receive a unique identification number from such system;
 - (3) Verify the identity of the buyer of a firearm by examining a valid identification document as defined in 18 USC 1028(d)(1) which contains a photograph of the buyer; and
 - (4) In the case of the sale of a handgun, verify by a valid identification document as defined in 18 USC 1028(d)(1) which contains a photograph of the buyer that the buyer is not under the age of 21 years.
- (b) For purposes of this section, the term "firearm" shall have the same meaning as contained in 18 USC 921.
- (c) The provisions of subsection (a) of this section shall not apply to sales of firearms where the buyer presents to the seller a permit that:
 - (1) Allows the buyer to possess or acquire a firearm; and
 - (2) Was issued not more than five years earlier by the state.
- (d) It shall be the sole responsibility of the person(s) desiring to sell any firearm at any City owned building or upon any City owned property to possess the

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necessary knowledge and understanding of all federal, state and local laws pertaining to the sale of firearms and to conform therewith.

(e) It shall be strictly prohibited for any individual to possess a firearm or other weapon in any City owned park except for those individuals who are required to transport or store a firearm in the official discharge of their duties.

Sec. 10.33. Fee schedule for all City parks and structures.

(a) The following fee schedule shall be applicable to all City owned parks and structures that are available for rent:

Fee Schedule for Fritchie Park	Group	о Туре
	Non-Profit	Private/Business
Rental	1 & 2	3
Entire Park**		
(\$500.00 Damage Deposit Required)	\$1,000.00	
Entire Park**		
(\$500.00 Damage Deposit Required)		\$1,500.00
Front Pavilion (4 Hours)		
(\$25.00 Damage Deposit Required)		\$25.00
Front Pavilion (8 Hours)		
(\$25.00 Damage Deposit Required)		\$45.00
Gymnasium (1 Court)		<u> </u>
(\$750.00 Damage Deposit Required)	\$500.00	
Gymnasium (2 Courts)		
(\$750.00 Damage Deposit Required)	\$1,000.00	
Gymnasium (1 Court)		
(\$750.00 Damage Deposit Required)		\$750.00
Gymnasium (2 Courts)		Ψ100.00
(\$750.00 Damage Deposit Required)		\$1,500.00
Sports Field – Daily Tournament		<u> </u>
(\$250.00 Damage Deposit Required)		\$600.00
Sports Field – Two Day Tournament		
(\$250.00 Damage Deposit Required)		\$1,200.00
Portable Stage Rental (Per Day)		41,2000
(\$250.00 Damage Deposit Required)		
(Not to Leave City Limits)	\$250.00	
Portable Stage Rental (Per Day)	+=30,00	
(\$250.00 Damage Deposit Required)		\$500.00
(Not to Leave City Limits)		Ψ000.00

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Fee Schedule for Fritchie Park	Group Type		
	Non-Profit	Private/Business	
Rental	1 & 2	3	
Portable Stage Opening/Closure (After Hours)		\$50.00	

Gymnasium not included in rental of entire park

Fee Schedule for Ducksworth Park	Group Type		
	Non-Profit	Private/Business	
Rental	1 & 2	3	
Pavilion Only (4 Hours)			
(\$50.00 Damage Deposit Required)		\$50.00	
Pavilion Only (8 Hours)		750,00	
(\$50.00 Damage Deposit Required)		\$75.00	
Sports Field – Daily Tournament		470.00	
(\$200.00 Damage Deposit Required)		\$300.00	
Sports Field - Two Day Tournament		4,000.00	
(\$200.00 Damage Deposit Required)		\$500.00	

Fee Schedule for Possum Hollow Park	Group Type	
	Non-Profit	Private/Business
Rental	1 & 2	3
Entire Park		
(\$500.00 Damage Deposit Required)	\$1,000.00	
Entire Park		·
(\$500.00 Damage Deposit Required)		\$1,500.00
Pavilion Only (4 Hours)		<u> </u>
(\$50.00 Damage Deposit Required)		\$50.00
Pavilion Only (8 Hours)		
(\$50.00 Damage Deposit Required)		\$75.00
Sports Field – Daily Tournament		
(\$200.00 Damage Deposit Required)		\$300.00
Sports Field – Two Day Tournament		
(\$200.00 Damage Deposit Required)		\$500.00

Fee Schedule for John Slidell Park	Group Type		
	Non-Profit	Private/Business	
Rental	1 & 2	3	
Entire Park**			
(\$500.00 Damage Deposit Required)	\$1,000.00		
Entire Park**			
(\$500.00 Damage Deposit Required)		\$1,500.00	
Front Pavilion (4 Hours)		4 1,000.00	
(\$25.00 Damage Deposit Required)		\$25.00	
Front Pavilion (8 Hours)		\$45.00	

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(\$25.00 Damage Deposit Required)		
Rear Pavilion (4 Hours)		
(\$50.00 Damage Deposit Required)		\$100.00
Rear Pavilion (8 Hours)		Ψ100.00
(\$50.00 Damage Deposit Required		\$175.00
Gymnasium	-	Ψ110.00
(\$500.00 Damage Deposit Required)	\$500.00	
Gymnasium		
(\$500.00 Damage Deposit Required)		\$750.00
Sports Field – Daily Tournament		7.00.00
(\$250.00 Damage Deposit Required)		\$600.00
Sports Field – Two Day Tournament	_	
(\$250.00 Damage Deposit Required)		\$1,200.00
Portable Stage Rental (Per Day)		- <u> </u>
(\$250.00 Damage Deposit Required)		
(Not to Leave City Limits)	\$250.00	
Portable Stage Rental (Per Day)		
(\$250.00 Damage Deposit Required)		
(Not to Leave City Limits)		\$500.00
Portable Stage Opening/Closure		
(After Hours)		\$50.00

Gymnasium not included in rental of entire park

Fee Schedule for Heritage Park	Group Type	
	Non-Profit	Private/Business
Rental	1 & 2	3
Entire Park**		
(\$500.00 Damage Deposit Required)	\$1,500.00	
Entire Park**	,	
(\$500.00 Damage Deposit Required)		\$2,500.00
Gazebo Only (4 Hours)	\$100.00	+-1000100
Gazebo Only (8 Hours)	\$150.00	
Gazebo Only (\$15.00 Each Additional Hour)	7.00,00	
Gazebo Only (4 Hours)		\$200.00
Gazebo Only (8 Hours)		\$300.00
Gazebo Only (\$25.00 Each Additional Hour)		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Gazebo and Scogin Station (4 Hours)	\$150.00	·
Gazebo and Scogin Station (8 Hours)	\$250.00	
Gazebo and Scogin Station (\$25.00 Each Additional	,	
Hour)		
Gazebo and Scogin Station (4 Hours)		\$300.00
Gazebo and Scogin Station (8 Hours)		\$500.00
Gazebo and Scogin Station (\$50.00 Each Additional		4500.00
Hour)		
Scogin Station Only (4 Hours)	\$75.00	
Scogin Station Only (8 Hours)	\$125.00	

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Scogin Station Only (\$15.00 Each Additional Hour)		
Scogin Station Only (4 Hours)		\$150.00
Scogin Station Only (8 Hours)		\$250.00
Scogin Station Only (\$25.00 Each Additional Hour)		
Amphitheater Only	\$400.00	
Amphitheater Only		\$600.00

Gazebo, Scogin Station and Amphitheater included in rental of entire park

- (b) Group 1: Non-profit organizations must have and submit to the City a copy of its 501(c)(3) certificate when booking any City-owned park or structure that is available for rent.
- (c) Private/Business is considered any function that makes money for noncharitable purposes, such as:

Private Functions

Profit Organizations/Companies

- (d) City-sponsored events shall be those initiated by a City department
- (e) DAMAGES: If the damages to the City-owned park or structure are more than the damage deposit, the City reserves the right to take lessee to court for any damages in excess of your damage deposit.
- (f) EVENT ON CITY HOLIDAY: If lessee's event is scheduled on any City scheduled holiday, the fees for those days will be one and one-half (1½) times the regular rate. The following are considered City scheduled holidays in which rental fees are one and one-half (1½) times the regular rate:

Martin Luther King Day President's Day Good Friday Memorial Day Labor Day Veteran's Day Day After Thanksgiving

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(g) PARKS UNAVAILABLE ON CITY SCHEDULED HOLIDAYS: The following are considered City scheduled holidays in which no City owned park or structure is available to rent *if a Recreation employee is needed (e.g., special event or tournament)*:

New Year's Day Mardi Gras Day Easter Sunday Independence Day Thanksgiving Day Christmas Eve Christmas Day New Year's Eve

- (h) RENTAL AND DAMAGE DEPOSITS: Rental and damage deposits must be paid in full at the time of booking. All checks will be deposited. If your check is returned for insufficient funds, your event will be cancelled. Damage deposits shall be refunded fourteen (14) days after event, if there are no damages.
- (i) ALCOHOLIC BEVERAGES: All events serving alcoholic beverages are required by law to have a commissioned officer present for the duration of the event, pursuant to Sec. 10-26.
- (j) The provisions of Sec. 10-26 relating to the use of alcohol shall be applicable to persons renting the Gazebo or Scogin Station.
- (k) No park shall be rented for more than seventy-two (72) consecutive hours by one person, entity or non-profit.
- (I) No one person, entity or non-profit shall rent the park for a special event for more than two (2) times in a fiscal year.

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- (m) No more than one person/agency can reserve tournament dates for more than eight (8) softball/baseball tournaments held in a fiscal year.
 - (n) Park hours shall be as follows:
 - (1) John Slidell Park 6:00 a.m. to 11:00 p.m. Sunday through Thursday; 6:00 a.m. to midnight Friday and Saturday;
 - (2) Fritchie Park 6:00 a.m. to 11:00 p.m. Sunday through Thursday; 6:00 a.m. to midnight Friday and Saturday;
 - (3) Heritage Park 6:00 a.m. to 10:00 p.m. Sunday through Thursday; 6:00 a.m. to 10:00 p.m. Friday and Saturday;
 - (4) Possum Hollow Park 6:00 a.m. to 10:00 p.m. Sunday through Thursday; 6:00 a.m. to 10:00 p.m. Friday and Saturday; and
 - (5) Ducksworth Park 6:00 a.m. to 10:00 p.m. Sunday through Thursday; 6:00 a.m. to 10:00 p.m. Friday and Saturday.
- (o) Set up fees for events shall be one-half (½) the price of the rental fee per day, not to exceed seventy-two (72) hours. No rental shall exceed seventy-two (72) hours total, including set-up, actual event, take down and clean-up. Take down fees for events shall be one-half the price of the rental fee per day.
- (p) Park fees for special events include one Recreation employee. If another Recreation employee is needed (e.g., an event having 250 or more attendees), a \$30.00 per hour fee will be added to the event fee.

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- (q) If an electrician is needed at the event, a \$40.00 per hour fee will be added to the event fee.
- (r) Spacewalks (inflatables): In order to put an inflatable or a spacewalk in the park, the vendor must provide the necessary generator(s) at all times. You must have a contract for a pavilion rental and have the insurance requirements met. The City of Slidell must be listed as an additional insured.
- (s) For events with 50 or more attendees, The City of Slidell/Slidell Police Department, at its sole discretion, in conjunction with the fire marshal, will determine the level of security required for all events held at any City owned park. The lessee shall disclose the estimated attendance figure, activities, entertainment and other pertinent information needed to determine security measures. History of the event, length of event, type of entertainment and space utilized will be taken into account to determine the security level required for said event. All costs of law enforcement personnel shall be paid by the lessee. The City of Slidell shall provide lessee with an estimated cost of security personnel required for the event. Lessee shall pay to the City of Slidell said estimated cost in the form of a deposit at the time the event is booked. Should lessee fail to disclose accurate event statistics, such as attendance figures, the City of Slidell/Slidell Police Department has the right to increase the security level based on event statistics for which promoter shall be responsible for said increased cost.

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Sec. 10-34. City sponsored events.

The City shall not sponsor any events without the approval of the Mayor and the City Council.

Sec. 10-35. Law enforcement security required.

(a) The City of Slidell/Slidell Police Department, at its sole discretion, in conjunction with the fire marshal, will determine the level of security required for all events held at the Slidell Municipal Auditorium and any other City owned building and/or park. The lessee shall disclose the estimated attendance figure, activities, entertainment and other pertinent information needed to determine security measures. The use of alcohol, history of the event, length of event, type of entertainment and space utilized will be taken into account to determine the security level required for said event. All costs of law enforcement personnel shall be paid by the lessee. The City of Slidell shall provide lessee with an estimated cost of security personnel required for the event. Lessee shall pay to the City of Slidell said estimated cost in the form of a deposit at the time the event is booked. Should lessee fail to disclose accurate event statistics, such as attendance figures, the City of Slidell/Slidell Police Department has the right to increase the security level based on event statistics for which promoter shall be responsible for said increased cost.

BE IT FURTHER ORDAINED that the City will revisit and re-evaluate this ordinance eighteen (18) months from the date of its adoption.

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BE IT FINALLY ORDAINED by the Slidell City Council that this ordinance shall become effective upon adoption.

ADOPTED this 22nd day of May, 2012

Kim Harbison President of the Council Councilwoman-at-Large

Freddy Drennan

Mayor

Council Administrator

DELIVERED

3.00 p.m., to the Mayor

RECEIVED

2:00 pm

5/29/12

from the Mayor