

## Special Events Permits



### Contacts:

**Office of Alcoholic Beverage Control**  
10500 Coursey Blvd., Suite 202  
Baton Rouge, La 70816  
Phone:(225) 389-3364 Fax:(225) 389-7869

**Council Member- Tara Wicker**  
(For Downtown Events)  
council-dist10@brgov.com

*Many event insurance companies are available online and can be found easily with a keyword internet search.*

### Requirements for Temporary Special Event Permit

**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 council member in whose district the special event is to be held. To qualify for this permit you must submit:**

1. A completed special event application form, (7) days prior to the event.
2. Written permission from the property owner allowing alcoholic beverages to be sold, when the applicant does not hold a bona fide lease for the location where the special event will occur.
3. Sales Tax clearance letter. No permit will be issued if the applicant is delinquent in the payment of any tax, license or fee to the City of Baton Rouge or Parish of East Baton Rouge.
4. Staff members and/or volunteers, who are designated to sell, serve or dispense alcoholic beverages must attend the Responsible Vendor Class, and obtain a Classified Employee license from the ABC office. The cost of this license is \$25.00 cash.
5. Provide a list of all staff and/or volunteers who are licensed or who will be licensed. The list must be presented to the ABC office before they will be allowed to sell, serve or dispense alcoholic beverages.
6. No more than (3) three Special Event Permits shall be issued to any location in any given year. No Special Event Permit will be issued to include a Sunday.
7. Special Event Permits are issued for a duration of up to (3) three consecutive days.
8. Special Event Permit for Beer is \$100.00 fee.
9. Special Event Permit for Wine, Beer and Liquor is \$300.00 fee.

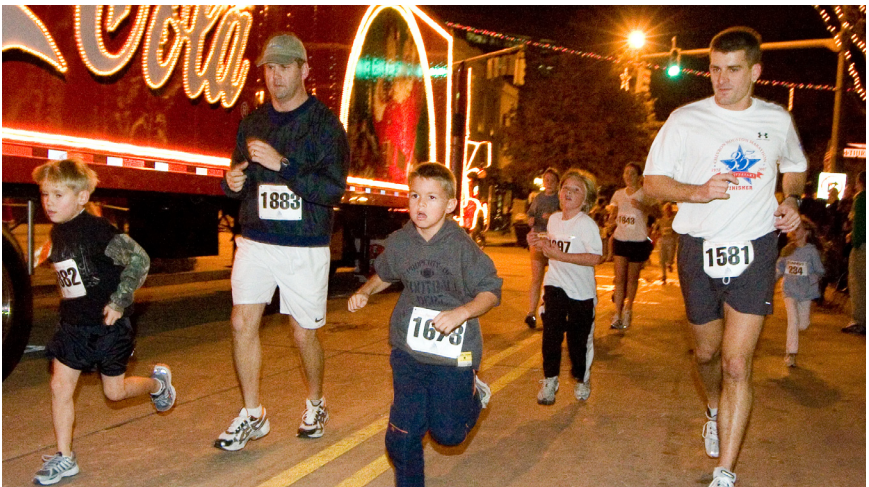
Fees: Cash, Cashiers Check or Money Order, payable to the City and Parish Treasurer. No personal

## Requirements for Non-profit Temporary Special Event Permit

**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. To qualify for this permit, applicants must submit:**

1. Written proof of their tax exempt status from the U.S. Internal Revenue Service.
2. Written permission of the property owner to sell alcoholic beverages when the applicant does not own the property where the special event is to occur.
3. Letter from the church or school giving permission to the organization to hold the event on church or school property.
4. Special Event permits are issued for a duration of up to (3) three consecutive days only.
5. A completed special event application form, (7) seven days prior to the event.
6. There is no charge for non profit special event permits
7. The State limits the number of Non-profit event permits to (12) per calendar year.

## Parades and Runs/Races/Marathons



**Parade Permits are issued by the appropriate Police Authority for Parades, Walks, and Runs.**

**For activities *within the city limits* contact:**

**Baton Rouge Police Department Traffic Division**  
7261 Florida Boulevard  
(225) 389-3874

## Requirements for the Traffic Engineering Division to approve the Parade/Road Race Permit are:

If the formation area of the parade, walk or run is within the street right-of-way, a **street closure permit** must be obtained for that area.

**\*\* All Street Closure Permit requirements must be met-** See the *Street Closure* section of this document

It is the responsibility of the permit holder to restore the street and surrounding area to its original cleanliness. Any banners, signs, streamers, or ribbons placed by the participants within the right of way must be removed within 48 hours of the event. No oil-based paint will be allowed on the street or the sidewalk. Only water-based paint may be used and this must be removed immediately after the event.

The violation of any City/Parish ordinance during the course of the event shall result in the revocation of this permit.

### Conditions of permit:

1. All applicants may apply for event permits no sooner than 180 days prior to the event and no later than 30 days prior. If not done within the specified time frame, the permit will be postponed or denied.
2. If the event is bounded within the area of the Downtown Development District bordered by the State Capitol, I-I 10, South Blvd., and the Mississippi River, permission must be obtained from the DDD no later than 45 days prior to the event.
3. If the event involves a Federal or State Highway route, the Louisiana Department of Transportation and Development must be notified.
4. If the event utilizes any part of the State Capitol Complex, permission must be obtained from the Dept. of Public Safety-Capitol detail.
5. If the event utilizes any part of the Louisiana State University property, permission must be obtained from LSU Police.
6. Permission may be required from other agencies depending on the event.
7. With regard to parades, a line-up sheet with the number of each unit must be supplied to the Traffic Supervisor prior to the approval of the permit.
8. The Chief of Police, or his representative, reserves the right to cancel the event or to evict certain units from the parade who do not comply with the standards set forth for public safety.
9. The permit holder **MUST PROVIDE INSURANCE COVERAGE** for the event of no less than a \$1 million dollar policy with a minimum of two incidents. The City/Parish must be listed as an additional insured, and Risk Management must have a copy of the certificate on file. The certificate holder for the insurance must be City of Baton Rouge/Parish of East Baton Rouge.
10. Events may be deemed Extra-duty depending on the nature of the event or the availability of on-duty Police personnel.