



OFFICE OF ALCOHOLIC BEVERAGE CONTROL

9048 Airline Hwy.

Baton Rouge, LA 70815

Phone:(225) 389-3364; Fax:(225) 389-7869

REQUIREMENTS FOR TEMPORARY SPECIAL EVENT PERMIT

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. **Special Event Plan** - (1.) A sketch showing the square footage to be used and how the area will be fenced; (2.) The size of tent (if applicable); (3.) Location of fire exits; (4.) Estimated number attending the event; (5.) Parking plan.
5. 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 this office. **The cost of this license is \$30.00 and the fee for the class is \$20.00 in cash.**
6. Provide a list of all staff and/or volunteers who are licensed or who will be licensed. The list must be presented to this office before they will be allowed to sell, serve or dispense alcoholic beverages.
7. Must provide licensed security, P.O.S.T. certified law enforcement officers and/or security personnel who have completed the Louisiana ATC security personnel training course as required by LA R.S. Title 26:934(2), 1 per every 100 patrons.
8. Special event area must be fenced off from the general public. A rope or cord is not acceptable.
9. There shall be only (1) one entrance used to check ID's in addition to necessary fire exits.
10. There shall be a licensed doorman(s) at the entrance/exit at all times during the event to check for lawful identification.
11. Must maintain a patron count at the entrance/exit at all times during the event.
12. Must maintain control of patrons at all times.
13. No more than (12) Special Event Permits shall be issued to any location in any given year.
14. Special Event Permits are issued for a minimum of one (1) day and a maximum of (3) three consecutive days per event.
15. Each permit issued shall represent a single event of one to three days, the fee shall be calculated per day, per event.
16. Fee: Special Event Permit for Beer only is \$120.00 and Wine, Beer and Liquor is \$360.00

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