

## Special Events Permits



This section outlines the process for **Special Events involving the sale of alcoholic beverages**. A permit from the East Baton Rouge Office of Alcoholic Beverage Control and an additional permit from the Louisiana Office of Alcohol and Tobacco Control are required for the sale of alcohol.

*All applicants for Special Event Permits must follow all insurance requirements for City Property Usage and Street Closure Permits as outlined in the appropriate sections of this manual if applicable.*

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

### **Contacts:**

#### **East Baton Rouge Parish/City of Baton Rouge Office of Alcoholic Beverage Control**

222 St. Louis Street, 9th floor  
Baton Rouge, La. 70802  
(225) 389-3114, fax: (225) 389-5494

#### **Louisiana Office of Alcoholic and Tobacco Control**

PO Box 66404  
Baton Rouge, LA 70896-6404  
Phone: (225) 925-4041

#### **Council Member- Tara Wicker**

*(For Downtown Events)*  
council-dist10@brgov.com  
(225) 389-5140 or (225) 389-8720

### **Requirements for Temporary Special Event Permit (EBR)**

**Special Event Permits apply to any festival, concert, etc. where alcoholic beverages will be sold. A 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 or business checks.

## **Requirements for Non-profit Temporary Special Event Permit (EBR)**

**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.

## Requirements for The State of Louisiana Office of Alcohol and Tobacco Control

All applicant information must agree with all the documents submitted. Dates, locations, and types of alcohol sold must be the same on all local and state documents and lease (if applicable).

**Special Events:** Events where alcoholic beverages are sold or supplied as part of general admission or other type fee. *Special events do not include private parties where no sales are made or fee charged and where the only purpose in applying is to obtain product or services from a wholesale dealer.*

For Special Events, ATC will issue a special, temporary retail alcoholic beverage permit for a duration of up to three consecutive days only. The wholesaler can deliver beverages only to the place listed on the permit and only on days allowed by the permit.

\*If you need the beverages delivered on the day prior to the event, include that date on the local permit request, the state application, and lease (if applicable). In no case can a single permit exceed three days. A maximum of 12 such permits may be issued to any one person, partnership, corporation, or entity within a single calendar year.

\*By applying for a Special Event Permit, you are attesting that you are not using this Special Event Permit in place of a bona fide license.

### Checklist

Three types of special event alcoholic beverage permit are issued the by The State Office of Alcohol and Tobacco Control:

**Type A:** Permits issued to nonprofit organizations with tax exempt status under the U.S. Internal Revenue Code, Section 501(c)(3) or (c)(8). To qualify for this permit, applicants must submit all of the following:

- Certification from the IRS stating tax exempt status under either Section 501(c)(3) or (c)(8)
- A copy of a local permit or letter from the local governing authority granting permission to sell alcoholic beverages,
- A valid lease, contract, or written permission of the property owner to sell alcoholic beverages or charge an admission type fee when the applicant does not own the property where the special event is to occur,
- A completed, notarized application form. Type A permits are issued without a charge.

**Type B:** Permits issued to nonprofit organizations with tax exempt status under the U.S. Internal Revenue Code, Section 501(c)(3) or (c)(8). To qualify for this permit, applicants must submit all of the following:

- Certification from the IRS or the Secretary of State stating nonprofit status,
- A copy of local permit or letter from the local governing authority granting permission to sell alcoholic beverages,
- A valid lease, contract, or written permission of the property owner, to sell alcoholic beverages or charge an admission type fee when the applicant does not own the property where the special event is to occur,
- A completed, notarized application form. Type B permits are assessed a \$10 fee.

**Type C:** Permits issued to persons who do not meet the requirements for Type A or Type B Special Event permits. To qualify for a Type C special event permit, applicants must meet the same requirements of a retail permittee found in Louisiana Revised Statute 26:80 and R.S. 26:280, and submit all of the following:

- A copy of a local permit or letter from the local governing authority granting them permission to sell alcoholic beverages,
  - A valid lease, contract, or written permission of the property owner to sell alcoholic beverages or charge an admission type fee when the applicant does not own the property where the special event is to occur,
  - A completed, notarized application form. Type C permits are assessed a \$100 fee.
- Fees: Money order or cashier's checks only. Exact cash can be paid in person, at the Baton Rouge office only: Baton Rouge, Louisiana. Applications with applicable fees shall be mailed to:

