

Downtown Baton Rouge

Event Procedures and Guidelines

City of Baton Rouge/East Baton Rouge Parish

2017



To all,

This manual provides policies and procedures for anyone looking to facilitate an event or open a business in Downtown Baton Rouge. Our intention is to provide a handbook that contains accurate, up-to-date information in an easily comprehensible format. Hopefully this manual will ultimately lead to more of the great experiences that make us proud to call Baton Rouge home.

Want to hold an event downtown?

Please contact the Downtown Development District (*DDD) (225) 389-5520 to inquire or plan any downtown events. Events include but are not limited to Races or Marches, Block parties, events in North Boulevard Town Square, (pages 3-4) or other downtown outdoor greenspaces.

The DDD will help to identify the place/date/time of the event, proper insurance requirements (pages 10-11), and security, safety, and litter requirements (page 28).



DOWNTOWN
DEVELOPMENT
DISTRICT

A Passion for Progress

247 Florida Street
Baton Rouge, Louisiana 70801

Ph. (225) 389-5520
Fax (225) 389-5523



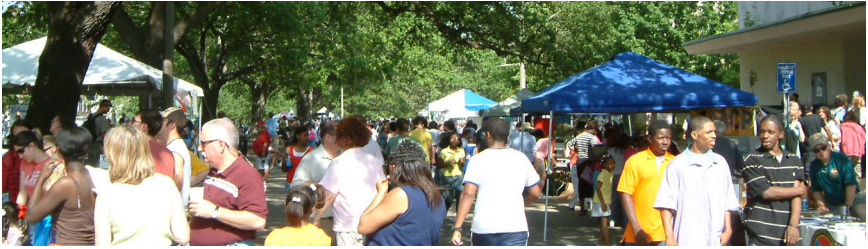
City of Baton Rouge/
Parish of East Baton Rouge



CONTENTS

Events and City Property Usage	Pg. 1
Outdoor Greenspaces	Pg. 2
North Boulevard Town Square	Pg. 3-4
Street Closures	Pg. 5-7
Parades and Runs/Races/Marathons	Pg. 8-9
Certificate of Liability Insurance Requirements	Pg. 10-11
Vendors	Pg. 12
Special Events Permits	Pg. 14-17
Street Performers and Public Art Display	Pg. 18
Arts and Entertainment District	Pg. 18
Security, Safety, and Litter	Pg. 19

Events and City Property Usage



The following are requirements for events held on City-Parish property including streets, sidewalks, etc. These events may or may not involve a street closure.

If a **street closure is involved**, please first contact the **Traffic Engineering Division at 389-3246** regarding your permit.

If a **Parade/Walk/March is involved** please first contact the **Baton Rouge City Police Department Traffic Division at 389-3874** regarding your permit.

STEP 1

For all events held on City or Parish property insurance information should be provided to the Risk Management Division: * See the *Certificate of Liability Insurance Requirements* on page 1.

**Office of The Parish Attorney
Risk Management Division**
222 St. Louis Street, 9th floor
Baton Rouge, La. 70802
(225) 389-3114, fax: (225) 389-5494

STEP 2

Applicant will be contacted by the Office of The Parish Attorney in order to complete a required **Hold Harmless Agreement**.

STEP 3

Once the Hold Harmless Agreement is approved and signed by the Mayor of The City of Baton Rouge/Parish of East Baton Rouge, an executed copy of the agreement will be mailed to the applicant.

STEP 4

If the sale or service of alcohol beverages is in anyway associated with the event, a **Special Event Permit** must be obtained through the **Alcoholic Beverage Control and Gaming Enforcement Office**

Alcoholic Beverage Control and Gaming Enforcement Office
10500 Coursey Boulevard, Suite 202
Baton Rouge, LA 70816
(225) 389-3364

*See page 14 for **Special Events Permit** requirements

Outdoor Greenspaces

Downtown has several premier public greenspaces which are activated weekly with a wide variety of family friendly events. Check the Downtown Development District event calendar for more information on what events are planned in the spaces listed below. These greenspaces managed by the DDD are available to the general public for special event use; including weddings, concerts, corporate functions, markets, and more. An application is required for the utilization of the City of Baton Rouge greenspaces through the DDD.

City of Baton Rouge, Downtown Event Spaces

North Boulevard Town Square

Repentance Park

City Hall Plaza

Riverfront Levee Green (City Dock)

Lafayette Park

To inquire the to use these City owned event spaces for an event please schedule a consultation with the Downtown Development District. DDD: 225-389-5520 or ddd@brgov.com.

AZ Young Park

755 Third Street

Contact: Office of State Buildings (225) 219-4815

Arsenal Park

East of the State Capitol

Contact: (225)-342-0401

Convention Street Park

Convention Street and 7th Street

Contact: BREC (225)-272-9200





North Boulevard Town Square

*Application Required

SCOPE OF POLICY

This Special Events Policy of the City of Baton Rouge and the Downtown Development District *(DDD) will serve as the framework for regulation and approval of all special events held in North Boulevard Town Square *(NBTS) and/or Galvez Plaza & Event Stage.

EVENT PLAN

Each applicant must submit an event plan and application including full event description before being added to the DDD calendar. This includes, but is not limited to, size and placement of all signage, event purpose, expected attendance, hours of operation, list of vendors and type of products, staffing plan, layout, and site plan. Tent size and placement must be approved. All items **MUST** be submitted to Downtown Development District at least 45 days prior to event date.

GUIDELINES

Utilities

North Boulevard Town Square and Galvez Plaza has a number of dedicated electrical circuits available to provide electricity for an Event. *(See amenities map for outlet locations). Depending on your electrical needs, an electrician with the City of Baton Rouge may be required to be on site for the duration of your event as determined by the DDD. The hourly fee for this service is determined by the City of Baton Rouge and will be provided upon request. The cost of the electrician will be at the Applicant's expense. All usage and placement of generators must be approved by the DDD prior to the event.

Vendors

All vendors and tent locations must be diagramed on the event plan before approval. Vendors are allowed to use tents in approved locations within the site. There will be no tents on the lawn areas unless approved otherwise. Food vendors are responsible for the area within each tent. For sidewalk protection, all vendors serving food must use plastic beneath serving tables and metal sheets under grills. Drilling into pavers is never allowed to secure tents.

Sound Amplification & Stage Usage

All events must discontinue the use of amplified sound equipment after 10:00PM and end by 11:00PM. Sound amplification must not adversely impact the quality of life of surrounding areas. Sound levels may be controlled by the DDD and the City of Baton Rouge. Sound board or mixing table placement has to be approved prior to event. If tents are involved, they cannot be placed in the center of lawns so as not to obstruct spectator views. This equipment can be placed directly adjacent to the stage or designated areas within North Boulevard Town Square. There is ample power and sound connections at each of the stages and transit shelter.

Signage

All signage for the Event must be approved by the DDD. No banners, signs or other event advertisements may be hung from trees, buildings, fencing or public art pieces. Nothing is allowed to be affixed to any piece of public art including the Transit Shelter and beacon. Each Applicant must provide details and include size and placement of all signage within the submitted event plan.

Sponsorship Recognition

The North Boulevard Town Square Media Beacon can be used to promote sponsors and/or event information. The beacon features 8 LED screens ranging in size, including 4 hi-res and 4 low-res. All videos or slides must follow the size specifications (see Media Beacon Spec Sheet) and be delivered at least a week prior to event. Full resolution logos can also be submitted into an appropriate template by the DDD.

Vehicles

No vehicles are allowed on NBTS or Galvez Plaza grounds except on designated access and unloading/loading points.

Clean-Up and Park Damage

Each Applicant wishing to hold a special event in Repentance Park is responsible to see that no damage or harm comes to the landscaping, fixtures, public art or any other features of the property. Nothing is allowed to be affixed to any sculpture or piece of art including the Transit Shelter and Beacon. The DDD requires that each Applicant will return the Property in the exact condition under which the Applicant found the Property prior to Event set-up. All trash, signage, equipment, other debris, or any other physical evidence that a special event took place MUST be removed from Repentance Park immediately following the Event.

Application

Consult with the DDD Office. Download the North Boulevard Town Square application at www.downtownbatonrouge.org

The application includes event map layout, and the Media Beacon guidelines.



Street Closures



Temporary Street Closure Permits are issued by the Traffic Engineering Division for **Block Parties, Neighborhood Parties, and Parade Formations**. The current section simplifies the approval process for Street Closures and breaks it into steps. In order for a Street Closure to be approved, one must obtain all required signatures from various agencies in the order stated. Temporary Street Closure Permits should be completed and final approval from Traffic Engineering should be obtained at least thirty (30) days prior to the date of the event; except for events held in the Downtown area which must be forty-five (45) days prior to the event.

Block or neighborhood parties are limited to residential streets only. No higher classification roadway may be used.

STEP 1

Traffic Engineering Division

329 Chippewa Street
(225) 389-3246

Visit **Traffic Engineering** prepared with:

1. **Map or sketch** of the area to be closed with street to be closed and cross street names.
2. Signed Petition of **all residents directly affected by the closure** indicating that they are aware of and are in agreement with the closure, its limits, the date and time, and the activities to take place. If an apartment building is within closure, all residents/tenants must sign. A petition form can be obtained from Traffic Engineering or at <http://www.downtownbatonrouge.org/downloads/pdf/ClosurePetition.pdf>.
3. Receipt showing purchase of **insurance coverage** for the event of **\$1 million per incident, with a minimum of two incidents** (* see **Certificate of Liability Insurance Requirements**.) The certificate holder for the insurance must be The City of Baton Rouge/Parish of East Baton Rouge. If the closure falls outside the city limits, the certificate holder must be the City of Baton Rouge and the EBR Sheriff's Office. **The City of Baton Rouge/Parish of East Baton Rouge must be listed as additional insured.**

STEP 2

All applicants must receive approval from **Police Authority**

Baton Rouge Police Department Traffic Division

7261 Florida Boulevard
(225) 389-3874

or

Sherriff's Office

9313 Burbank Drive
(225) 389-5511

STEP 3

If the closure falls within the area bounded by the state capitol, I-110, the I-10 Mississippi Bridge, and the Mississippi River, permission must be obtained from the **Downtown Development District *(DDD)**. In this case, the Street Closure Permit must be obtained 45 days prior to the event.

As required by the DDD, it is the **responsibility of the permit applicant to contact all downtown churches** and confirm that there is not a conflict with any prescheduled event on the proposed event date. **Permits will not be signed by the director without clearance from all churches possibly affected by closure.** A list of Downtown churches and contact information can be found at <http://www.downtownbatonrouge.org/liveChurches.asp>.

Downtown Development District

247 Florida Street
(225) 389-5520
(Only for closures in the Downtown area)

STEP 4

If the closure ***involves a state highway***, permission must be obtained from the **Louisiana Department of Transportation and Development (LA DOTD)** and the **Louisiana State Police Troop A**.

Louisiana Department of Transportation and Development

(Only closures involving state highways)
1201 Capitol Access Rd
(225) 231-4100

Louisiana State Police (Only closures involving state highways)

17801 Highland Road.
(225) 754-8500

STEP 5

If the area is ***near the State Capitol Building***, approval must be obtained from the office below.

Depart of Public Safety**State Capitol Detail, DPS Administrative Office**

North 3rd @ Capitol Lake
(225) 342-5911 or (225) 219-4410

STEP 6**All street closures require:**

1. It is the responsibility of the permit holder to **furnish, install and remove all required barricades and/or other traffic control devices** as directed by the Traffic Engineering Division and/or the appropriate law enforcement agency.
2. A **minimum of one commissioned police officer per intersection** is required. The Police reserve the right to require additional officers.

For Barricades Rentals:**United Rentals**

(225) 357-7131

Traffic Control Products

(225) 665-7950

QPL Work Zone Division

(225) 275-2037

STEP 7

All permits must be signed by the Parish Attorney's office where a ***Hold Harmless Agreement must be met***. Receipt of insurance purchase should be presented as well as the permit from Traffic Engineering.

Risk Management/ Parish Attorney's Office

10500 Coursey Boulevard Suite 201

(225) 389-3267

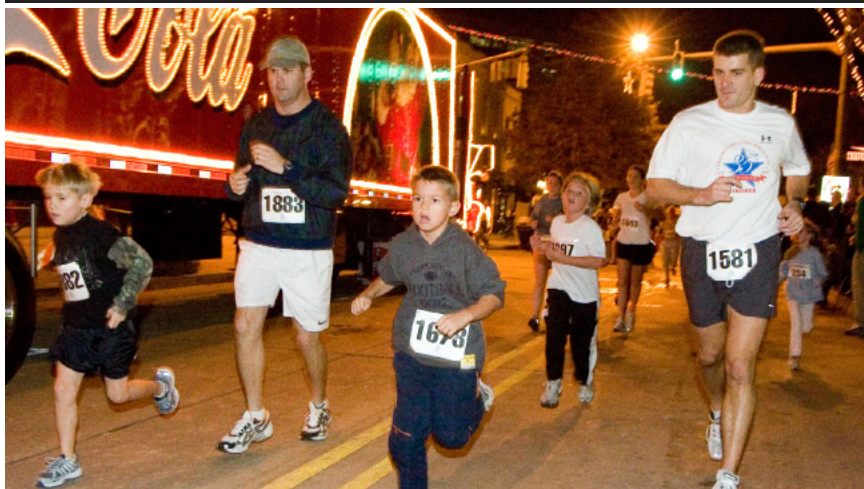
STEP 8

Final approval must be obtained from **Traffic Engineering**. The **following documents are required** at least thirty (30) days prior to the date of the event except events held in the Downtown area which must be forty-five (45) days prior to the event:

1. **Permit signed by all departments** mentioned in prior steps.
2. Receipt as **proof of barricade rental**.
3. Receipt as **proof of hired police security**.
4. **Proof of insurance**

**** 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.**

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-110, 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.





CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

City of Baton Rouge, Parish of East Baton Rouge, Louisiana
Risk Management Division

The following are insurance requirements for all events held on City-Parish property including streets, sidewalks, etc. These events may or may not involve a street closure. If a street closure is involved, please first contact the City Traffic Division at 389-3248 regarding your permit. If a Parade/Walk/March is involved please first contact the Baton Rouge City Police Department Traffic Division at 389-3874 regarding your permit.

1. The City of Baton Rouge, Parish of East Baton Rouge MUST be named as Additional Insured on all liability policies (under description of operations/special provisions). PLEASE LIST the City of Baton Rouge, Parish of East Baton Rouge, Louisiana as the certificate holder as follows:

CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE, LOUISIANA
POST OFFICE BOX 1471
BATON ROUGE, LOUISIANA 70821
2. *Commercial General Liability coverage* shall be provided with limits of not less than \$1,000,000 for any one Occurrence and if a General Aggregate limit is used, it shall not be less than twice the Occurrence limit.
3. If **PAID** employees (paying is the key) will participate, the following is required:
 - *Workers' Compensation and Employer's Liability* insurance covering all employees in compliance with the laws of the State of Louisiana.
 - If workers through another company, they should furnish you a copy of their certificate and waiver of subrogation from their carrier.
 - If volunteers (gray area on W.C., but we usually do not request W.C.)
4. If automobiles will be used, the following is required:

Automobile Liability coverage shall be provided with limits of not less than \$1,000,000 for any one Occurrence. Coverage to include all Owned, Hired and Non-Owned Automobiles.
5. **If alcohol will be served on City-Parish property OR if alcohol is served on non City-Parish property and there is a public street closure involved** the following is required:

Alcohol Legal Liability coverage (ex: Bar-keepers liability) shall be provided with limits of not less than \$1,000,000.

If alcohol will be sold/served **on City-Parish property**, a special events permit is necessary (your liquor permit and special events permit are the same). Once insurance is in place, please contact the Parish Attorney's Office at 389-3114 for the necessary paperwork (a Hold Harmless agreement) to bring to the Office of Alcohol, Beverage Control in the Clerk of Court Building on Coursey Blvd. This information is available at <http://brgov.com/dept/parishattorney/abc.htm>, the City-Parish website, or you may contact the ABC office at 225-389-3364.

6. Evidence of coverage showing a 30-day notice of cancellation is required.
7. **Once insurance is approved by Risk Management**, a Hold Harmless agreement must be obtained. This document will be prepared by the Parish Attorney's Office and must be signed by the event representative and by the Mayor-President's Office. Please contact the Parish Attorney's Office at 389-3114 for information concerning your Hold Harmless agreement and information on completing the necessary paperwork. Once this is completed, you may proceed with your permit if applicable.

All information should be brought to:

OFFICE OF THE PARISH ATTORNEY

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

IMPORTANT

In order to serve you promptly and efficiently, please contact the Office of the Parish Attorney PRIOR to visiting them for permit signature and approval of your insurance certificate.

If you have any questions, please contact the Office of the Parish Attorney, Risk Management Division and **Remember to allow ample time for processing!**



Vendors

Rolling Vendor means any person who changes retail locations from day to day or week to week and who displays samples, models, goods, wares or other merchandise for the purpose of selling such items at retail or securing orders for the retail sale of such items. Rolling vendor shall include, but is not limited to, itinerant vendors, and any retail dealer not having a fixed place of business.

Rolling Vendor applicants must obtain an occupational license, register with the City of Baton Rouge Finance Department/Revenue Division and the Louisiana Department of Revenue and Taxation.

If the request is to vend during a **Special Event**, please contact the event administrator.

The steps below apply to Rolling/Itinerant Vendors only.

STEP 1

You must contact The Secretary of State if you wish to **incorporate** your business.

The Secretary of State

8549 United Plaza Boulevard
Baton Rouge, LA 70809
Ph. (225) 925-4704

STEP 2

If planning to operate as a **sole proprietor**, please start at the **Finance Department/ Revenue Division**

To expedite the process, please visit the office with:

1. A new business application that can be found at <http://brgov.com/dept/finance/businessregistration.htm>
2. A valid picture ID
3. Fee payment of \$200 or \$250 which will depend on your designation as a *Rolling Vendor* or an *Itinerant Vendor* by the Finance Department/ Revenue Division.
4. A cash deposit of \$100 is required.

Finance Department/Revenue Division

222 St. Louis Street
Government Building, Room 404
225-389-3084

STEP 3

All new businesses must contact the following agency for state sales tax registration, State I.D. Number, State Income Tax Withholding.

The following information is needed:

1. Picture I.D.
2. Legal name, location, and mailing address of your business.
3. Federal Identification Number (if applicable).
4. Charter Number (if applicable).
5. Louisiana tax account number (if it is an existing business).
6. Name and address of owners, partners, or officers.
7. Social Security Number(s) of owners, partners, or officers.
8. Tax Deposit (if applicable).

Louisiana Department of Revenue and Taxation

617 North Third Street
Baton Rouge, LA 70801
225-219-7318 Sales tax 225-219-0102 Income tax



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 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:



Street Performers and Public Art Display

For questions related to Street Performers and Public Art Display please contact The Arts Council of Baton Rouge. Necessary permission forms are available at the Arts Council Office.

The Arts Council of Baton Rouge

427 Laurel St
Baton Rouge, LA 70801
(225) 344-8558

Arts and Entertainment District

The Baton Rouge Downtown Arts & Entertainment District was established as a result of a series of Chamber Canvas trips to cities such as Austin, Texas; as well as board action by the Downtown Development District. The goal of the Arts and Entertainment District is to

- Develop an area that has a balance of the arts with entertainment.
- Create an area that reflects Baton Rouge.

The district's development is coordinated through a sub-committee of the Downtown Development District – Arts & Entertainment District Committee.

Design guidelines, policy, and economic incentives are detailed in Code of Ordinances No. 14363 and can be found at www.downtownbatonrouge.org

The Boundaries for the Arts and Entertainment District are the northern facade of the River Center; Top of the Mississippi River levee to the west, Main Street to the north, and Fourth Street to the east. A map can be viewed and downloaded at www.downtownbatonrouge.org



Security, Safety and Litter

FOR EMERGENCIES DIAL 911

- For security issues and to report vandalism, vagrancy, or any other illegal or suspicious activity please contact the City Police. The City Police Downtown Bike Patrol officers are on duty from 6am - 8pm Monday - Friday.

Baton Rouge City Police (Third St. and Convention St. Office)
389-3854

- To report litter, graffiti, general maintenance, and other sanitation issues please contact DPW Call Center at **#311**. (311.brla.gov)

Department of Public Works
222 St. Louis Street
8th Floor
#311 or (225) 389-3158





DOWNTOWN DEVELOPMENT DISTRICT

A Passion for Progress

247 Florida Street
Baton Rouge, Louisiana 70801

Ph. (225) 389-5520
Fax (225) 389-5523



City of Baton Rouge/
Parish of East Baton Rouge