

Baton Rouge Police Department

Special Event Request



*All events are subject to review for approval. This form is ***NOT*** for Road Closure requests. Road Closure requests need to be made no later than 30 days before the event by contacting the BRPD Traffic Division directly. All other events, please request at least two weeks in advance for participation*

Date Submitted: _____

Event Staffing Matrix:

Attendance 0 – 100 persons 2 Officers (+ 1 for all events serving alcohol)

Attendance 100 – 200 persons 3 Officers

In addition to the above, 1 additional officer per additional 100 attendees

The above matrix is a guideline only, subject to review or adjustment based upon the unique event

Event Name / Organization: _____

Social Media for the Event: _____

Address of Event: _____

Event Date and Times: _____ First Time Event: ☐ Yes ☐ No

Contact Name: _____

Address: _____

Phone: _____ E-Mail: _____

Expected Attendance: _____ Age Range of Attendees/Participants _____ to _____

Type of Event: ***Circle All That Apply***

Community Event *Non-Profit* *Youth Engagement* *Committee Meeting* *Entertainment*

Community Meeting *Political Affiliate Sponsored* *Safety* *Religious Celebration/Event*

Other: _____

Alcohol Permit: ☐ Yes ☐ No Street Closure Required: ☐ Yes ☐ No

Baton Rouge Fire Department Notified: ☐ Yes ☐ No EMS Notified: ☐ Yes ☐ No

Other Private/Contracted Security: ☐ Yes ☐ No Contact Info: _____

Live Entertainment: ☐ Yes ☐ No Give-Aways: ☐ Yes ☐ No

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Submit completed form to: brpdevents@brpdla.gov

What is BRPD's role in this event? What is expected of BRPD personnel?

Please provide a description of the event and any pertinent information or needs to be considered:

Please e-mail the completed form to the following e-mail address:

brpdevents@brpdla.gov