

**OFFICE OF ALCOHOLIC BEVERAGE CONTROL**  
**10500 Coursey Blvd., Suite 202**  
**Baton Rouge, La 70816**

**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. 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 \$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 this 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.**