Office of Alcoholic Beverage Control

City of Baton Rouge/Parish of East Baton Rouge
10500 Coursey Blvd., Suite 202
Baton Rouge, LA 70816
Telephone (225) 389-3364; Fax (225) 389-7869

NOTICE
Payment should be made in the form of cash, cashier's check or money order, made payable to the City & Parish Treasurer.

Special Event Application

Type of License & Fee	**(Office Use Only)**
_____ Class A Beer (For Profit) - $100 _____ Class A Beer & Liquor (For Profit) - $300 _____ Class A Beer (Charitable Non-Profit) - No Fee _____ Class A Beer & Liquor (Charitable Non-Profit) - No Fee	Special Event Permit #_____ Date_____ Councilmember:_____ _____ Inside; _____ Outside Baton Rouge City Limits Tax Clearance Letter Provided & Attached:____Yes; _____No
1. Name of Person Completing this Form, Phone & Cell Number: ( ) ( )	2. Name of Business, Person or Organization Holding Event:
3. Address (Street, City, Zip Code) & Driver's License #:	4. Address of Business or Organization Holding Event:
5. Type of Event:	6. Name of Contact at the Business & Phone Number: ( )
7. Address/Location of Event:	8. Day(s) & Date(s) of the Event:
9. Beginning & Ending Time of Event:	10. Will persons under 18 years of age be allowed to attend this event?
11. Will there be live entertainment at this Event?_____ If yes, what type?	12. Will insurance coverage be provided for this Event?_____ If yes, give the name of the Insurance Company & the policy number or provide a copy of the policy. Insurance Company Name: Policy Number:

All applicable laws and regulations concerning the hours of operation, sales, serving or dispensing of alcoholic beverages must adhered to during this Special Event or Charitable Non-Profit Special Event.

Fees are due and payable at the time the permit is issued. No fees are required from organizations that qualify as charitable under Section 501 of the IRS Code.

For businesses holding a Special Event there is a limit of 12 single day permits to any location each year. There is no limit on Charitable Non-Profit permits. A permit must also be obtained from the State Office of Alcohol & Tobacco Control for each Special Event. For information you may call 925-4041.

_____
Signature of Applicant

Reviewed By:_____ Date:_____