



Louisiana Office of Alcohol and Tobacco Control
 8585 Archives Avenue, Suite 305
 Baton Rouge LA 70809
 Telephone: (225) 925-4041 Fax: (225) 925-7652

Permit Number

Special Event Permit Application

NOTICE: Refer to the Special Event Guide for more information.

PERMIT TYPE

- Select the permit type for your event.
Appropriate documentation is required for each permit type.
 - Type A: **Tax exempt non-profit status under IRS Code Sections 501(c)(3), 501 (c)(6) and 501(c)(8).**
 - Type B: **Non-profit organization**
 - Type C: **All other individuals and organizations not eligible for permit Types A or B.**

APPLICANT INFORMATION

- Applicant Name (*name of individual, organization, etc.*): _____
- Official Mailing Address: (*street/city/zip*): _____

Contact Person: _____ Business Telephone: _____
 Email Address: _____ Cell Phone: _____
 Driver's License: _____ Home Phone: _____

- The applicant may appoint any person of their choosing as the contact person. However, the application **MUST** be signed by an owner, officer, or member who is reported to ATC or listed with the Secretary of State, or given written authority (Power of Attorney) to act on behalf of the applicant. This applies to ALL TYPES of events.

- Has the applicant received more than 12 special event permits in the current calendar year? YES NO
- Is the applicant an alcoholic beverage manufacturer or wholesale dealer? YES NO
- Is the applicant an association of homebrewers, alcoholic beverage wholesale dealers, or manufacturers?
 YES NO

EVENT INFORMATION

- Event Name: _____
- Event Location (full address): _____
- Does this location hold a Class A-Restaurant or A-General license? YES NO
 - If yes, permit # _____
- Date(s) of Event (*3 consecutive days maximum*): _____
 - Additional applications must be submitted for events lasting more than 3 days.
 - See exception in the special event guidelines for additional information on the delivery of alcoholic beverages to the event site.



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EVENT INFORMATION CONTINUED

11. Type of Alcohol Served (*check all that apply*): Beer Liquor Wine

12. Event Website (*if applicable*): _____

13. Describe the event: _____

14. Will there be a general admission, registration, or ticket fee to attend the event? YES NO
 • IF YES, what is the fee? \$ _____

15. Will there be a fee for alcoholic beverages? YES NO IF YES, what is the fee? \$ _____

16. Will the event have alcoholic beverage samplings conducted by homebrewers or alcoholic beverage manufacturers or wholesale dealers? (See sampling regulations on pg. 6 of the Special Event Guide for more information) YES NO

• IF YES, list all who will provide samples: _____

17. Are alcoholic beverages being donated? YES NO

• IF YES, who will be donating the alcohol?

NOTE: Alcoholic beverage manufacturers and wholesalers can only donate to Type A events.

18. List all brands of alcoholic beverages that will be sold/served/available at the event (excluding samplings conducted within the site sampling regulations):

- Example: Crown Royal, Budweiser, and Mondavi Wines
- Please answer to the best of your knowledge:

19. Are there any other organizations/persons/vendors/promoters involved in this event or receiving proceeds from the event besides the applicant?

YES NO

• If YES, explain the organization/person/vendors/promoter's involvement and list the amount/percentage each will receive:



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EVENT INFORMATION

20. Will this event be sponsored by any alcoholic beverage manufacturer or wholesale dealer?
 YES NO

- IF **YES**, please list all of the sponsors for the event and what each sponsor will be providing:

Type A and B applicants skip the section below and proceed to page 4 to view applicable fees and sign the Sworn Statement.

TYPE C INFORMATION ONLY

You must answer the following questions if you are applying for a Type C permit:

1. Do you or your spouse own or hold interest in any business that holds a state **retail** beer or liquor permit?
 YES NO

- If **YES**, enter Permit Number, Trade Name and Location of Business below:

Permit Number: _____
 Trade Name: _____
 Business Address: _____

2. Do you own the premises where the special event will be held? YES NO

- If **NO**, a copy of a valid, signed and dated lease or written permission from the property owner must be submitted with the application.

3. Are you a United States citizen: YES NO

- If **NO**, enter naturalization no.: _____

4. Have you or your spouse ever been convicted of a felony? YES NO

- If **YES**, attach a copy of the Pardon or Restoration of Rights to this application.

5. Have you or spouse ever had an alcoholic beverage permit revoked or been convicted of violating any liquor or beer regulatory state rule or local ordinance? YES NO

- If **YES**, please provide the date and reason for the revocation or conviction:

6. Have you or your spouse ever been convicted of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of a juvenile, keeping a disorderly place, or dealing in narcotics?
 YES NO

- If **YES**, provide the date of conviction, charge, and sentence:



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TYPE C INFORMATION ONLY

7. Is this application being made by you on behalf of or for the benefit of anyone other than the applicant listed on page 1? YES NO

- If YES, explain:

8. Does the applicant, applicant's spouse and/or applicant's membership hold an interest in a business that holds a wholesale or manufacturer beer or liquor permit? YES NO

- If YES, list the permit number:

FEE

1. Please check the appropriate amount enclosed with this application.

Type A: \$0.00 Type B: \$10.00 Type C: \$100.00

SWORN STATEMENT-SIGNATURE REQUIRED

SWORN STATEMENT/CERTIFICATION OF AUTHENTICITY

BY SIGNING BELOW, YOU ARE SWEARING, UNDER OATH, that you have read each of the questions in this application packet, and that all answers are true and correct to the best of your knowledge, that you have no pending application for this location, and that you are not using this special event permit in place of a bona fide license or for any unlawful purpose.

Signature: _____ Title: _____

Print your name: _____

FOR NOTARY:

Sworn to and subscribed before me this _____ day of _____, 20____. State of _____

Signature: _____ Print Name of Notary Public: _____



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DOCUMENT CHECKLIST

PAYMENT INFORMATION

Required Documents & Payment Information

Type A

- Certification from the IRS stating tax exempt status under either Section 501(c)(3), (c)(6), or (c)(8)
- A copy of a local special event permit *or* letter from the local governing authority granting permission to sell or serve alcoholic beverages relative to the event
- A valid, signed and dated lease, contract, or written permission from the property owner
- A complete and notarized application

Type B

- Written proof of non-profit status or Louisiana sales tax exemption
- A copy of local special event permit *or* letter from the local governing authority granting permission to sell or serve alcoholic beverages relative to the event
- A valid, signed and dated lease, contract, or written permission from the property owner
- A complete and notarized application with **\$10.00** fee

Type C

- A copy of a local special event permit *or* letter from the local governing authority granting permission to sell alcoholic beverages in conjunction with the event
- A valid, signed and dated lease, contract, or written permission from the property owner
- A completed and notarized application form with **\$100.00** fee

IMPORTANT NOTE: If you fail to provide all documentation, your permit will be delayed. Applications must be submitted 10 days prior to the event. Applications submitted by mail should be submitted in advance of the 10 days to allow time for delivery.

Payment Information

- NO REFUNDS will be made once this application packet and fees have been reviewed by this office.
- Our office accepts money orders, cashier’s checks, and certified checks via mail. **DO NOT SEND CASH OR PERSONAL/BUSINESS CHECKS.**
- Credit cards are accepted at 8585 Archives Avenue, Suite 305, Baton Rouge, LA 70809
- Make all payments payable to the Office of Alcohol and Tobacco Control. The cashier’s window is open during the hours of 8:00 a.m. through 4:30 p.m., Monday through Friday, excluding holidays.
- Mail fully completed forms, all supporting documents, and proper fees to:

**Office of Alcohol and Tobacco Control
 P.O. Box 66404 Baton Rouge, LA 70896**