



APPLICATION FOR SPECIAL EVENT ALCOHOLIC BEVERAGE PERMIT PACKET

Special Event Alcoholic Beverage Permit Checklist.

- ✓ Completed and Notarized application
 - ✓ Apply for Louisiana State Special Event Permit
 - ✓ Pay Application fee at City Hall
 - ✓ Letter of Permission from property owner (if applicable)
 - ✓ Obtain Special Event Permit (if applicable)
 - ✓ Secure law enforcement security services (if applicable)
 - ✓ Inquire about additional document requirements
 - ✓ Apply for Sound Variance (if applicable)
- Obtain **Application for Special Event Alcoholic Beverage Permit** packet and return to cashier to pay fee:
City of Leesville,
Finance Department
508 S. 5th Street
337-404-4078/4079
- Submit completed and notarized application **no later than five (5) days prior to your event.** Please be advised that **it is strongly recommended that you apply for your local permit at least 15 days prior to the start of your event.** The **Louisiana Office of Alcohol and Tobacco Control** requires you to submit their application **10 days prior to your planned event.** You can obtain a copy of the State's Special Event Permit Application at <https://atc.louisiana.gov/media/iimchcii/atc-alcohol-special-event-application.pdf>

Please note: If approved, your local Special Event Alcoholic Beverage Permit may take up to three business days to be issued.

- A payment of **\$125.00** for a regular event or **\$50.00** for a non-profit organization (must provide verification of 501(c)(3) status). Payments shall be in the form of a money order, cashier's check, or certified check, made payable to City of Leesville, and must be submitted with your Application for Special Event Alcoholic Beverage Permit. **PAYMENTS ARE NON-REFUNDABLE.**
- If you are not the property owner of the location where the event will take place, you will need to provide a letter of permission from the property owner stating that you are allowed to sell, serve and/or allow for the consumption of alcoholic beverages on the premises. The written approval must also include the owner's name, contact number, email, and signature, along with the property address and date(s) of the event.
- If your event is open to the public, law enforcement security may be required. If law enforcement security is required, it must be approved prior to your permit being issued.
- Contact the Planning Department to determine if a Special Event Permit or any additional documents will be required to issue your Special Event Alcoholic Beverage Permit.
- If your event will have sound levels above the legal limits of 60dB(a) from 7:00am – 10:00pm or 50dB(a) from 10:00pm – 7:00am you will also need to apply for a Sound Variance. Contact the Planning Department for further information.

Comments:

The above procedures are to apply for your **local** permit only. After receiving the local permit, you must also apply for a State of Louisiana Special Event Permit.

YOU MUST PROVIDE THE PLANNING DEPARTMENT WITH A COPY OF YOUR STATE SPECIAL EVENT PERMIT WITHIN 24 HOURS OF THE START OF YOUR EVENT. FAILURE TO DO SO MAY RESULT IN THE REVOCATION OF YOUR LOCAL PERMIT.

As the permit holder, you are responsible for all litter/trash cleanup generated for your event on the property of the permit location and all surrounding properties. All litter/trash must be placed in an approved garbage receptacle normally used at your location. At the permit holder's expense, you can also rent a dumpster, or hire a waste collection company or lot cleaners to assist with cleaning all litter/trash generated by your event. If the litter/trash remains after the end of your event dates listed, the permit holder will be responsible for all fines and collection fees that may occur.

If you have any questions or need additional information, please call Kacie Reif at 337-404-4078.

Leesville City Hall
Planning and Zoning Department
508 S. 5th St. Leesville, LA 71446



APPLICATION FOR SPECIAL EVENT ALCOHOLIC BEVERAGE PERMIT

\$125.00 for a regular event
or \$50.00 for a non-profit organization

Internal Use Only
Charge Code: 8452
Price: \$ _____

Date of Application: _____

APPLICANT INFORMATION				
Name of Business, Individual, or Organization:				
Official Mailing Address (Street, City, Zip):				
Contact Name:				
Contact Address (Street, City, Zip):				
Phone:			Email	
Ethnicity:	Gender:	DOB:	SSN:	DL#:

EVENT DETAILS		
Name of Event:		
Location of Event (Business Name, Park Name, or Description of Property):		
Address of Event (Street, City, Zip):		
Dates of Event:	Start Time:	End Time:
Description of Event:		
Is the Event open to the public? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Number of expected participants:		

SECURITY DETAILS	
Will there be law enforcement security? (May be required) <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, what law enforcement agency will be providing security?	
How many officers?	
Security Contact Name:	
Phone:	Email:

<p>Do you own the premises where the event will be held? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="font-size: small;">If NO, you must provide a copy of a valid, signed and dated lease or written permission from the property owner which must also state the applicant has permission to sell, serve and/or allow consumption of alcoholic beverages on premises during the event.</p>
<p>Have you or your spouse ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="font-size: small;">If YES, please explain:</p>
<p>Have you or your spouse ever had an alcoholic beverage permit REVOKED or been convicted of violating any liquor or beer regulatory state rule or local ordinance? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="font-size: small;">If YES, please explain:</p>
<p>Is this application being made by you to permit any person, other than yourself, to secure an alcoholic beverage permit?</p> <p style="text-align: right; font-size: small;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Will your event require a sound Variance Permit? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Have you applied for your State Special Event Permit? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

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Applicant Initials: _____

NOTICE: Once this office has accepted your application and fees, NO REFUNDS SHALL BE ISSUED. Payment of fees must be made at the time of application and in the form of money order, cashier's check, or certified check (no personal or business checks will be accepted). Make payments payable to: City of Leesville, 508 S 5th Street, Leesville, LA 71446.

This affidavit must be signed by the owner, if individual ownership; partner, if partnership; or authorized official, if corporation or LLC. Misstatement or suppression of material facts in this application is grounds for denial of this permit. Conviction of filing false public records, a violation of Louisiana Revised Statute 14:133, may result in imprisonment for not more than five years with or without hard labor and fines of not more than \$5,000.00 (five thousand dollars), or both.

AFFIDAVIT

I wear that I have read each of the questions in this application and that the answers I have given are true and correct to the best of my knowledge and that I meet the qualifications and conditions of Louisiana R.S. 26:80 and 26:280. I understand that a criminal history will be conducted to determine my qualification.

Name of Business: _____

Signature of Applicant

Date

Printed Name of Applicant

State of Louisiana
Parish of _____

_____, personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read and completed the above application and statements therein contained are true.

Sworn to and subscribed to me this _____ day of _____ 202_____

(Signature of notarial officer)
Title (and Rank)
Notary ID Number: _____, or
Attorney Bar Roll Number: _____

Sec. 50-1. – Special license and permits required for persons dealing in alcoholic beverages of high alcoholic content; permit fees established.

It shall be unlawful for any person, firm or corporation to sell or offer for sale or otherwise dispose of or have in possession for sale, any intoxicating, spirituous, vinous or malt liquor containing more than six percent alcohol by volume without first obtaining from the mayor and tax collector of the city, a license and permit to engage in such business.

Sec. 50-50. – Special permits required of persons dealing in alcoholic beverages of low alcoholic content.

It shall be unlawful for any person, firm or corporation to sell or offer for sale or otherwise dispose of or have in possession for sale, any beer, port, ale, fruit juices or wine containing an alcoholic content not **exceeding six percent alcohol** by volume, without first obtaining from the mayor and tax collector of the city, a license and permit to engage in such business.

Any person, firm or corporation applying for such permit shall pay to the city, the fees hereinafter set out, which payment shall entitle the person, firm or corporation so applying to a permit and license expiring on December 31, following the date of purchase.

Allowed Beers – Alcohol by volume

Pilsner 3-6%

ESB (Bitter) 3-6%

Lager 4-5%

Porter 4-5%

Brown Ale 4-6%

Stout <6%

Wine Breezers/Coolers 4-6%