

**THIS PACKET CONTAINS THE ITEMS NECESSARY TO OBTAIN A
LAFOURCHE PARISH LETTER OF NO OBJECTION /NOISE PERMIT**

ALL Non-Profit Organizations - please attach documentation certifying non-profit status.

Parade

- Please see attached, Parades and Demonstrations.

Dinner

- For requirements regarding the selling of any food, you will need to contact the Board of Health at (985) 447-0954. You need to have your Letter of No Objection and allow thirty (30) days before being approved from the Board of Health.

Noise Permit and/or Band/DJ

- If you are having a band/DJ at your event or function, you and your band/DJ will have fill out the attached Noise Permit application. Please return the Letter of No Objection and Noise Permit application to the Lafourche Parish Government office. The application will be reviewed and the fee is \$100.00. This fee is waived for documented Non-Profit Organizations. Documentation **must** be provided.

Beer and/or Liquor

- If beer and/or liquor will be sold at this function, the Letter of No Objection will waive the parish ordinance giving permission and approval, but you **must** obtain the proper temporary state permit form the Louisiana Office of Alcohol and Tobacco Control (225) 925-4054. Attached is the Application for Special Event that will need to be filled out.

Raffle

- Please note that if the total prize value is \$250.00 or over, the applicant must be a non-profit organization, as opposed to an individual.
- If the total prize value is \$3,000.00 or over, a Lafourche Parish permit is needed. Please contact the Lafourche Parish Permit Office at (985) 537-7603. You will have to contact the Louisiana Office of Charitable Gaming at (225) 925-1835 requesting permission to conduct a raffle in the State of Louisiana. Please see attached application for License Exemption to Conduct Charitable Gaming. This process can be handled by fax and will take at least five (5) days for approval. For more information on state guidelines, visit www.ocg.louisiana.gov.
- ***Date of Function:*** Please indicate the date when the selling of tickets will start and also the date of the drawing.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (985) 493-6655.

LETTER OF NO OBJECTION APPLICATION

NAME OF APPLICANT: _____

CHECK ONE: NON-PROFIT** _____ CHARITY FUND RAISER** _____ INDIVIDUAL _____

MAILING ADDRESS: _____ CITY _____ ZIP _____

TELEPHONE: _____ FAX: _____

FUNCTION (CHECK ALL THAT APPLY):

RAFFLE	_____	PRIZE VALUE	_____
PARADE	_____		
DINNER	_____		
NOISE PERMIT	_____		
BAND/DJ	_____		
FAIR	_____		
FESTIVAL	_____		

IF OTHER, PLEASE SPECIFY: _____

WILL BEER AND/OR LIQUOR BE SOLD AT THIS FUNCTION? _____ YES _____ NO

DATE OF FUNCTION: _____
(IF FUNCTION IS A RAFFLE, PLEASE INDICATE DATE WHEN SELLING OF TICKETS WILL START AND ALSO DATE OF DRAWING)

PLACE OF FUNCTION: _____

ADDRESS OF FUNCTION: _____

TIME: _____

PROCEEDS TO BENEFIT: _____

SIGNATURE

** If Non-Profit Organization, please attach documentation certifying Non-Profit status.

MAIL TO: LAFORCHE PARISH GOVERNMENT
ATTN: MARY READE
P.O. DRAWER 5548
THIBODAUX, LA 70302

FAX TO: (985) 446-8459
ATTN: MARY READE

IF YOU HAVE ANY QUESTIONS, PLEASE CALL 493-6655

RAFFLE GUIDELINES

- A. Raffle tickets shall be sold at only one price. Example: \$1.00 per ticket. Raffle tickets shall not be discounted, such as \$1.00 per ticket or 6 for \$5.00.
- B. Raffle tickets shall be prenumbered in sequential order and shall contain at least the following information.
 - 1. Organization name
 - 2. Organization license number
 - 3. Date, time, and location of the raffle
 - 4. Prizes to be given away and their value
 - 5. Cost of ticket or chance to participate
- C. Pursuant to LAC 42:I.1721 (A)(3), no raffles shall be conducted where the winner must be present during a drawing to win, unless so stated on the ticket.
- D. Pursuant to LAC 42:I.1721 (A)(5), the sponsoring organization shall take necessary steps to insure that each ticket purchased has a chance to be selected as the prize winner and that the prize winner is selected in a random manner.
- E. Organizations shall use the form Office of Charitable Gaming Raffle Accountability Sheet for each raffle conducted. These must be maintained by the organization for a period of three years. Copies of the raffle accountability sheet can be obtained by contacting the office.
- F. Pursuant to La. R.S. 4:715, only organization members or members from another licensed organization shall sell raffle tickets.
- G. A raffle and a bingo game can be conducted during the same gaming session. The cost of the prize given away in conjunction with a raffle does not count towards the forty-five hundred dollar limit in accordance with La. R.S. 4:714.B.



Office of Charitable Gaming
 P.O. Box 98502, Baton Rouge, LA 70884
 (225) 925-1835 or (800) 562-9235 FAX (225) 925-7069

Raffle Accountability Sheet

Name of Member: _____ Phone Number: _____

Ticket Sequence Issued: _____ Date of Raffle: _____

Date Tickets Checked out to Member: _____

Date Tickets Returned to Organization: _____

Accountability:

1. Number of Tickets Issued: _____

Less:

2. Number of Tickets Unsold: < > _____

Equal:

3. Number of Tickets Sold: _____

4. Number of Ticket Stubs Returned: _____
 (By Member)
 (Lines 3 and 4 should equal)

5. Price paid per Ticket: \$ _____
 (No Discounting. EX: Buy 3 for \$1.00)

6. Total Amount Due: \$ _____
 (Multiply Line 3 by Line 5)

7. Amount Submitted By Member:
 Checks: \$ _____

Cash: \$ _____

TOTAL \$ _____

Over / Short: \$ _____
 (Subtract Line 7 Total From Line 6)

If the amount is more than 0, the amount is a shortage.
 If the amount is less than 0, the amount is an overage.)

I hereby certify that all information provided above is true and correct to the best of my knowledge. I hereby understand that by providing false and/or incorrect information to the Office of Charitable Gaming may subject me to penalties in accordance with LA R.S. 14:133 and LA R.S. 4:735.

NOTE: This form is to be maintained by the organization for 3 years in accordance with LAC 42:1.1731.

Signature of Member: _____ Date: _____

Signature of Member in Charge: _____ Date: _____

CHAPTER 3

AMUSEMENTS

Sub-Chapter B

Parades and Demonstrations

**SECTION 3:50. PROCESSIONS, MARCHES, PARADES OR DEMONSTRATIONS;
PERMITS; LIABILITY; BONDS; EXEMPTIONS; PENALTIES**

A. Any procession, march, parade, or public demonstration of any kind or for whatever purpose is prohibited by any group, association or organization on any public sidewalk, street, highway, bridge, alley, road or other public passageway of any municipality or unincorporated town or village unless there first has been obtained a permit therefor, and in all cases the person or persons or the group, association or organization to whom the permit is issued shall be liable for all damage to property or persons which may arise out of or in connection with any such procession, march, parade or public demonstration for which a permit is issued.

B. Application for the permit required herein shall be made to the mayor and governing authority of the municipality or to the governing authority of the parish in which the procession, march, parade or public demonstration is located, as the case may be. Permits may be granted by the authority to which application is made, provided, however, that bond in the amount of ten thousand dollars (\$10,000.00) has first been filed with the mayor and municipal governing authority or with parish governing authority, as the case may be, as security for the payment of any damage or injury which may occur as the result of or in connection with such procession, march, parade or public demonstration.

C. The provisions of this Section shall apply to all groups, associations or organizations regardless of race, creed, color or political beliefs of its members; provided, however, that nothing contained herein shall apply to a bona fide legitimate labor organization or to any lawful activity of a labor union permitted by law, nor shall these provisions apply to any procession or parade directly held or sponsored by a bona fide organization specifically for the celebration of Mardi Gras and/or directly related pre- or carnival festivities, school parades or other functions, parish parades or other functions, state, parish or municipal fairs or other such related activities.

(LRS 14:326)

Comment – As indicated by the source note, the above provisions were not derived from a local ordinance, but from the Louisiana Revised Statutes. Since the provisions are self operative and add to the material of this Chapter, they were included herein for the convenience of the user.

SECTION 3:51. CONFETTI CANISTER PROHIBITIONS

It shall be unlawful for any persons, either viewing or participating in a parade, to have "confetti canisters" in their possession within two hundred (200') feet of any parade route one (1) hour prior to starting time; during and one (1) hour after completion of parade and including all of Mardi Gras; for the purpose of this section, a "confetti canister", regardless of its brand name, shall be defined as an item which contains metallic confetti streamers or other metallic string-like substance that is expelled or discharged under pressure into the air. It shall be unlawful for any person to discharge a "confetti canister", or otherwise throw or disburse any metallic confetti streamers or metallic confetti strands within two hundred (200') feet of any electrical distribution or transmission line. It shall be unlawful for any person to use a "confetti canister" to expel or discharge any cups, beads, or other projectiles into the air or to use any device which discharges cups, beads or other projectiles into the air with excessive force.

(Ord. No. 2967, 6/12/01; 3259, 12/17/03)

CHAPTER 15

MISCELLANEOUS CRIMES AND OFFENSES*

Sub-Chapter F

Noise Control

SECTION 15:137. TEMPORARY PERMITS

A. The Parish of Lafourche nuisance office may grant a temporary permit which allows noncompliance with the limitations prescribed in the criminal noise code for the purpose of sound activities of short duration.

B. Permits may be granted upon application, at a cost of one hundred dollars (\$100.00), when said application is in compliance with the provisions of subsection (c) herein. This fee may be waived for non-profit corporations with the production of documentation certifying non-profit status.

C. The following factors shall be considered in the initial investigation in order to determine whether granting the permit will result in a condition injurious to health or safety:

1. Distance of proposed activities from any residential or noise-sensitive zone;
2. Number of amplification devices, if any, to be used in the proposed activities;
3. Sound level capability of amplification devices and anticipated sound level;
4. Anticipated direction of amplification devices;
5. Anticipated duration of proposed activities;
6. Whether the activity will be held within or outside of a structure;
7. Time of day and day of week of proposed activities;
8. Any other considerations deemed necessary by the department.

D. The permit, if issued, shall specify the place, duration and any restrictions appropriate to the proposed site of the activities.

E. Permits must be displayed and available for review by police officers or department personnel upon request.

F. Issued permits will be surrendered to any police officer or department or other parish official upon request when the restrictions of the permit have been violated.

G. Reapplication for a permit may be denied upon evidence of a complaint by a resident in the locality of the permitted activity or if an applicant has in the past been required to surrender a permit as described subsection (f).

H. A permit may be issued for more than one (1) occasion of activity. However, the time of such activity must be indicated on the application and cannot be for more than four (4) occasions or in excess of a six-week span.

I. Appeals: If the parish fails to grant or deny the variance within seven (7) calendar days, or if the variance is denied, the applicant may immediately appeal the denial to any court of competent jurisdiction.

NOISE PERMIT APPLICATION

Owner of Loudspeaker Equipment _____

Address _____ Telephone Number _____

User of Loudspeaker Equipment _____

Address: Residential/Commercial _____

_____ Telephone Number _____

\$100.00 Receipt# _____ Check# _____

Type of Organization (Check One):

Commercial _____ Noncommercial _____

Philanthropic _____ Political _____

Patriotic _____ Charitable _____

Non-profit** _____

****If Non-profit organization, please attach documentation certifying non-profit status.**

Description and number of loudspeaker to be used _____

Maximum sound-producing power _____

Indoor or Outdoor Event _____

Decibels to be used _____

Wattage to be used _____ Volume to be used _____

Approximate distance sound will be audible _____

License Number of vehicle being used _____

Registration Number of vehicle being used _____

Date, time and duration of event _____

Signature of Applicant

MAIL TO: LAFOURCHE PARISH GOVERNMENT
ATTN: MARY READE
P.O. DRAWER 5548
THIBODAUX, LA 70302

Fax To: (985) 446-8459
ATTN: MARY READE

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (985)493-6655

revised 12/14/2011



State of Louisiana
 Department of Revenue
 Office of Alcohol and Tobacco Control
 8549 United Plaza Blvd, Ste 220
 P. O. Box 66404, Baton Rouge, LA 70896-6404
 Telephone (225) 925-4041 • Fax (225) 925-4747

For office use only.
Permit number _____
Seq. Number _____

Application for Special Event Permit

1. Class of permit: <input type="checkbox"/> Type A Nonprofit tax- exempt status under IRS Code Sections 501(c)(3) and 501(c)(8) (Must provide written proof of tax exempt status.) (No fee required.)				
<input type="checkbox"/> Type B Nonprofit organization (Must provide written proof of nonprofit status.) (\$10 fee)				
<input type="checkbox"/> Type C All others (\$100 fee)				
2. Name of business, individual, or organization		3. Name of event		
4. Event location (street/city/state/ZIP)		5. Parish		
6. Event organizer's mailing address (P. O. Box /street number/city/state/ZIP)				
7. Telephone numbers: Work ()		Home ()		
8. Type of alcoholic beverage to be served: <input type="checkbox"/> Wine <input type="checkbox"/> Beer <input type="checkbox"/> Liquor				
9. Dates permit needed: (See instructions.)				
10. Is premises owned by applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, attach copy of lease or permission from owner. (See instructions.)				
11. Is local permit or written permission from local government attached? <input type="checkbox"/> Yes <input type="checkbox"/> No (Required)				
12. Your name and address (P. O. Box/street/city/state/ZIP)				
13. Race	14. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	15. Date of birth	16. Driver's license number	17. Social Security Number
Applicants eligible for a type "A" or type "B" permit need not answer Questions 18 through 30. Proceed to affidavit. Type "C" applicants shall complete this application. Must be completed and signed by owner, partner, or officer.				
18. Have you or your spouse ever used any name(s) other than the one stated above? (Alias, nickname, maiden name) <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, give details as to when and where used.				
19. Naturalization number, if applicable	20. Are you a citizen of the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	21. Are you a citizen of LA? <input type="checkbox"/> Yes <input type="checkbox"/> No		
22. Have you continuously resided in Louisiana for the past two years? <input type="checkbox"/> Yes <input type="checkbox"/> No				
23. Do you or your spouse own or hold interest in any other business holding a state retail beer and/or liquor permit? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, enter permit number _____				
23a. Trade name of business _____				
23b. Location of business (street/city/state/ZIP) _____				
24. Do you or your spouse own or hold interest in any business holding a wholesaler beer or liquor permit? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, enter name of business.				
25. Have you or your spouse ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a copy of the pardon or restoration of rights must be attached to this application.				
26. Have you or your spouse ever been convicted of violating any liquor or beer regulatory statute or rule? <input type="checkbox"/> Yes <input type="checkbox"/> No				
27. 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? <input type="checkbox"/> Yes <input type="checkbox"/> No				
28. If the response to Questions 25, 26, or 27 is "yes", list the offense, date, location, and disposition.				
29. Have you or your spouse ever been denied an alcoholic beverage permit? <input type="checkbox"/> Yes <input type="checkbox"/> No				
30. Have you or your spouse had a license or permit to sell or deal in alcoholic beverages revoked within the last two years prior to the filing of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No				
31. Is this application being made by you to permit any person other than the applicant listed in #2 yourself to secure a beer/liquor permit in your name for his/her benefit? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Affidavit

I swear that I have read each of the above questions and that the answers that I have given are true and correct to the best of my knowledge; and that I meet the qualifications and conditions set out in Louisiana Revised Statutes 26:80 and 280.

Signature _____ Title _____

Print your name _____

Sworn to and subscribed before me this _____ day of _____, _____ year

in the parish of _____, State of _____

Notary public's signature _____ Print name of Notary Public _____

State of Louisiana
Department of Revenue
Office of Alcohol and Tobacco Control

General Information for Special Event Permit

All applicant information must agree with all documents submitted. Dates, locations, and types of alcohol sold must be the same on all local and state documents and lease (if applicable).

Special Events: Events where alcoholic beverages are sold or supplied as part of general admission or other type fee. Special events do not include private parties where no sales are made or fee charged and where the only purpose in applying is to obtain product or services from a wholesale dealer.

For Special Events, ATC will issue a special, temporary retail alcoholic beverage permit for a duration of up to three consecutive days only. The wholesaler can deliver beverages only to the place listed on the permit and only on days allowed by the permit.

*If you need the beverages delivered on the day prior to the event, include that date on the local permit request, the state application, and lease (if applicable). In no case can a single permit exceed three days. A maximum of 12 such permits may be issued to any one person, partnership, corporation, or entity within a single calendar year.

Checklist

Three types of special event alcoholic beverage permits are issued by the Office of Alcohol and Tobacco Control:

Type A: Permits issued to nonprofit organizations with tax exempt status under the U.S. Internal Revenue Code, Section 501(c)(3) or (c)(8). To qualify for this permit, applicants must submit all of the following:

- Certification from the IRS stating tax-exempt status under either Section 501(c)(3) or (c)(8)
- A copy of local permit or letter from the local governing authority granting permission to sell alcoholic beverages,
- A valid lease, contract, or written permission of the property owner to sell alcoholic beverages or charge an admission type fee when the applicant does not own the property where the special event is to occur,
- A completed, notarized application form. Type A permits are issued without a charge.

Type B: Permits issued to nonprofit organizations with tax exempt status under the U.S. Internal Revenue Code, Section 501(c)(3) or (c)(8). To qualify for this permit, applicants must submit all of the following:

- Certification from the IRS or the Secretary of State stating nonprofit status,
- A copy of local permit or letter from the local governing authority granting permission to sell alcoholic beverages,
- A valid lease, contract, or written permission of the property owner, to sell alcoholic beverages or charge an admission type fee when the applicant does not own the property where the special event is to occur,
- A completed, notarized application form. Type B permits are assessed a \$10 fee.

Type C: Permits issued to persons who do not meet the requirements for Type A or Type B special event permits. To qualify for a Type C special event permit, applicants must meet the same requirements of a retail permittee found in Louisiana Revised Statute 26:80 and R.S. 26:280, and submit all of the following:

- A copy of a local permit or letter from the local governing authority granting them permission to sell alcoholic beverages,
- A valid lease, contract, or written permission of the property owner to sell alcoholic beverages or charge an admission type fee when the applicant does not own the property where the special event is to occur,
- A completed, notarized application form. Type C permits are assessed a \$100 fee.

Fees: Money orders or cashier's checks only. Exact cash can be paid in person, at the Baton Rouge office only: Baton Rouge, Louisiana. Applications with applicable fees shall be mailed to:

Office of Alcohol and Tobacco Control
P.O. Box 66404
Baton Rouge, LA 70896-6404