

**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 \$25.00. 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) 925-4041. 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: _____ EMAIL: _____

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: ANGELA MATHERNE
P.O. DRAWER 5548
THIBODAUX, LA 70302

FAX TO: (985) 492-6008
ATTN: ANGELA MATHERNE

IF YOU HAVE ANY QUESTIONS, PLEASE CALL 493-6655



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

Original Application

Renewal

Previous Lic./Exempt Number

Please Print **Application for License Exemption to Conduct Charitable Gaming**

| | | | |
|--|--|---------------------------|-----------------|
| Official Name of Organization | Federal Tax ID Number | Organization Phone Number | |
| Physical Address / Location (Street, City, State, Zip Code) | Official Mailing Address of Organization | | Parish |
| Name of Building Where Game(s) Conducted | Owner of Building | | Rent to be Paid |
| Physical Address of Building Where Game(s) Conducted | City | Zip Code | Parish |
| Contact Person for Organization | Title / Position Held | | |
| Mailing Address of Contact Person | Office Phone Number | Home Phone Number | |
| | Fax Number | | |
| Games Requested: _ Bingo _____ Raffle _____ Other _____ (explain on next page) | | | |

REQUIRED INFORMATION:

- _____ Initial here if organization has a 501-C status from IRS. Attach copy unless organization has a previous exemption.
 _____ Initial here if organization does **NOT** have a 501-C status.
- If organization is school related (PTA, Booster Club, etc.), provide letter of permission from principal or other authorized school board agent.
- What will gaming proceeds be used for? _____

4.

| Schedule of Gaming Dates and Times | | | | | | | |
|------------------------------------|-----|------|------|-------|-----|------|------|
| Month | Day | Year | Time | Month | Day | Year | Time |
| | | | a.m. | | | | a.m. |
| | | | p.m. | | | | p.m. |
| | | | a.m. | | | | a.m. |
| | | | p.m. | | | | p.m. |
| | | | a.m. | | | | a.m. |
| | | | p.m. | | | | p.m. |

A minimum of 15 days notice is required before any of the above games are allowed.

| | |
|--|---|
| Do not write below this line. For office use only. | |
| Exempt? YES _____ NO _____ | IRS Code: _____ Law / Rule Section: _____ Exempt License #: E - _____ |

Authorizing Signature _____ Date _____

5. For Raffles: _____ Price per ticket. _____ Total number of tickets available for sale.

List of Prizes (Description/ Value):

| | |
|-----------------------|------------------------|
| 1 st _____ | 6 th _____ |
| 2 nd _____ | 7 th _____ |
| 3 rd _____ | 8 th _____ |
| 4 th _____ | 9 th _____ |
| 5 th _____ | 10 th _____ |

\$ _____ Total value of prizes to be given away.
(Include date and time of drawing only in gaming schedule.)

6. YES NO

___ ___ Is organization comprised exclusively of school-age children enrolled in public or private schools?

___ ___ Will any other charitable gaming be held at the same time and place as those listed on this application?

If 'YES', please explain. _____

7. For Bingo: ___ ___ Is organization a 'Bona fide Senior Citizens Recreation Club' sanctioned by local Council on Aging?

___ ___ Are prizes donated?
If 'YES', what is the total fair market value of donated prizes? \$ _____

___ ___ Will total gross receipts from all gaming activities exceed \$5000 for the calendar year?

| |
|--------------------------------|
| <u>Comments / Explanations</u> |
|--------------------------------|

I hereby certify, that, under penalty of law, all information above is true and correct to the best of my knowledge.

| | | |
|-----------|------|------------|
| _____ | | _____ |
| Signature | Date | Print Name |

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:I.1731.

Signature of Member: _____ Date: _____

Signature of Member in Charge: _____ Date: _____

Sec. 6-42. - 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 \$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 any procession or parade directly held or sponsored by a bona fide organization specifically for the celebration of Mardi Gras and/or directly related to pre-lenten or carnival festivities, school parades or other functions, parish parades or other functions, state, parish or municipal fairs or other such related activities.

(Code 1996, § 3:50)

Sec. 6-43. - Confetti canister prohibitions.

- (a) It shall be unlawful for any persons, either viewing or participating in a parade, to have "confetti canisters" in their possession within 200 feet of any parade route:
 - (1) One hour prior to starting time;
 - (2) During and one hour after completion of parade; and
 - (3) Including all of Mardi Gras.
- (b) For the purpose of this section, the term "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.
- (c) 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 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.

Sec. 26-105. - Temporary permits.

- (a) The parish 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 \$25.00, when said application is in compliance with the provisions of subsection (c) of this section. This fee may be waived for nonprofit corporations with the production of documentation certifying nonprofit 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 direction 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 in subsection (f) of this section.
- (h) A permit may be issued for more than one occasion of activity. However, the time of such activity must be indicated on the application and cannot be for more than four occasions or in excess of a six-week span.
- (i) Appeals. If the parish fails to grant or deny the variance within seven calendar days, or if the variance is denied, the applicant may immediately appeal the denial to any court of competent jurisdiction.

(Code 1996, § 15:137; Ord. No. 3598, 5-10-2005)

NOISE PERMIT APPLICATION

Owner of Loudspeaker Equipment _____

Address _____ Telephone Number _____

User of Loudspeaker Equipment _____

Address: Residential/Commercial _____

_____ Telephone Number _____

\$25.00 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: LAFORCHE PARISH GOVERNMENT
ATTN: ANGELA MATHERNE
P.O. DRAWER 5548
THIBODAUX, LA 70302

Fax To: (985) 492-6008
ATTN: ANGELA MATHERNE

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



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 Permits: This permit is issued for events, held at any location, where alcoholic beverages are served as an incidental part of the event for payment rendered or are supplied as part of a general admission or other type fee. Special event permits are for a maximum duration of 3 consecutive days only, and no more than 12 special event permits can be obtained by any one person within a single calendar year. Wholesale dealers may deliver alcoholic beverages to the special event location up to 2 days prior to the effective date on the special event permit. Special event permits shall not be issued to any person or entity that has had an alcoholic beverage permit revoked within 2 years prior to the application date.

Special event permits are retail permits and cannot be issued to any alcoholic beverage manufacturer, wholesale dealer, homebrewer, or to any association with a membership that is primarily comprised of alcoholic beverage manufacturers, wholesale dealers and/or homebrewers.

There are 3 Types of Special Event Permits:

Type A special event permits shall be issued only to nonprofit organizations with tax exempt status under the United States Internal Revenue Code, Sections 501(c)(3), 501(c)(6) and 501(c)(8), where no transactions exist, whether directly or indirectly, between the licensed tax exempt organizations and any disqualified person as defined by the United States Internal Revenue Code Section 4958(f) or any similar subsequent provision. There is no fee for this permit.

Type B special event permits shall be issued only to nonprofit organization, which are able to provide written proof of their tax exempt status, but are unable to show written proof of their tax exempt status under the United States Internal Revenue Code, Sections 501(c)(3), 501(c)(6) or 501(c)(8) and no transactions exist, whether directly or indirectly, between the licensed tax exempt organizations and any disqualified person as defined by the United States Internal Revenue Code Section 4958(f) or any similar subsequent provision. There is a \$10.00 fee for this permit.

Type C special event permits shall be issued to persons holding events where alcoholic beverages are sold or supplied as part of a general admission or other type fee, but who do not meet the requirements for Type A or Type B temporary permits. There is a \$100.00 fee for this permit



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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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Permit Number

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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Permit Number

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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Permit Number

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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Permit Number

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.

Pay

- 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**

DOCUMENT CHECKLIST

PAYMENT INFORMATION