

## **REQUIREMENTS FOR SPECIAL EVENT PERMIT:**

1. Permit fee must be paid prior to issuance of permit.
  2. Permit is only good for the date and time specified.
  3. Permit allows for the sale of alcohol and both Parish and State licenses must be obtained.
  4. Permit must be obtained at least **ONE WEEK** prior to the event.
  5. Applicant must provide copy of valid lease agreement, 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 event will occur.
  6. Applicant has met all qualifications required in Chapter 4 of the Iberia Parish Code of Ordinances for the issuance of an alcohol permit.
  7. Applicant must provide a copy of liability insurance policy providing coverage of not less than \$1,000,000 per accident for the premises on which the event will be held, which policy must name Iberia Parish Government and the property owner as additional insureds. Said copy must accompany application for permit.
  8. Applicant must employ a sufficient number of approved security officers, as designated by the Iberia Parish Sheriff, to adequately provide crowd control activities. Security shall be coordinated with the Iberia Parish Sheriff or his representative not less than three days prior to the event.
  9. The area designated for the special event must be roped off or otherwise barricaded.
  10. Applicant must provide adequate parking, as determined by the Iberia Parish Sheriff, for anticipated crowds. Ingress and egress must also be provided for emergency vehicles in the event that they are needed.
  11. Adequate restroom facilities, as determined by the local health unit, must be provided.
-



**IBERIA PARISH GOVERNMENT**

Courthouse Building, Suite 400  
300 Iberia Street, New Iberia, LA 70560-4543  
(337)365-8246 • Fax (337)369-4490  
www.iberiaparishgovernment.com

Ernest Freyou  
Parish President

**SPECIAL EVENT PERMIT**

**TYPE    A    B    C**

**A.    INDIVIDUAL APPLYING FOR PERMIT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

**B.    BUSINESS/ORGANIZATION SPONSORING EVENT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

**C.    DESCRIPTION OF EVENT (MUST INCLUDE TYPE OF EVENT, LOCATION,  
DATE, START TIME AND END TIME) : \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D.    REQUIREMENTS:**

1.    Permit fee must be paid prior to issuance of permit.
  2.    Permit is only good for the date and time specified.
  3.    Permit allows for the sale of alcohol and both Parish and State licenses must be obtained.
  4.    Permit must be obtained at least one week prior to the event.
-

5. Applicant must provide copy of valid lease agreement, 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 event will occur.
6. Applicant has met all qualifications required in Chapter 4 of the Iberia Parish Code of Ordinances for the issuance of an alcohol permit.
7. Applicant must provide a copy of liability insurance policy providing coverage of not less than \$1,000,000 per accident for the premises on which the event will be held, which policy must name Iberia Parish Government and the property owner as additional insureds. Said copy must accompany application for permit.
8. Applicant must employ a sufficient number of approved security officers, as designated by the Iberia Parish Sheriff, to adequately provide crowd control activities. Security shall be coordinated with the Iberia Parish Sheriff or his representative not less than three days prior to the event.
9. The area Designated for the special event must be roped off or otherwise barricaded.
10. Applicant must provide adequate parking, as determined by the Iberia Parish Sheriff, for anticipated crowds. Ingress and egress must also be provided for emergency vehicles in the event that they are needed.
11. Adequate restroom facilities, as determined by the local health unit, must be provided.

**VIOLATION OF ANY OF THE ABOVE MENTIONED PROVISIONS SHALL RESULT IN IMMEDIATE REVOCATION OF THE PERMIT BY THE IBERIA PARISH SHERIFF. THE IBERIA PARISH SHERIFF SHALL ALSO HAVE THE AUTHORITY TO REVOKE THE PERMIT AT ANY TIME IF, IN HIS OPINION, THE EVNET POSES A DANGER TO THE INDIVIDUALS PRESENT OR TO THE COMMUNITY AT LARGE.**

APPLICANT'S SIGNATURE \_\_\_\_\_

FEE PAID \_\_\_\_\_ DATE \_\_\_\_\_ APPROVED: \_\_\_\_\_

## HEALTH DEPARTMENT SURVEY

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Days and Hours of Event: \_\_\_\_\_

Expected Number of Event Participants: \_\_\_\_\_

Location of Nearest Restroom Facilities: \_\_\_\_\_

If No Restroom Facilities.....Number of Portable toilets: \_\_\_\_\_

Refuse Disposal Method: \_\_\_\_\_ Number of Receptacles: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Health Department Approval:

By: \_\_\_\_\_ Date: \_\_\_\_\_

---



IBERIA PARISH SHERIFF'S OFFICE  
LOUIS ACKAL - SHERIFF  
300 IBERIA STREET, SUITE 120  
NEW IBERIA, LA 70560  
369-3714 TELEPHONE  
364-8406 FAX

IBERIA PARISH SHERIFF'S OFFICE  
SPECIAL EVENTS FORM

DATE: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

SPONSOR(S) OF EVENT: \_\_\_\_\_  
\_\_\_\_\_

LOCATION: \_\_\_\_\_

WILL ALCOHOL BE SOLD? YES \_\_\_\_\_ NO \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED AT THE EVENT \_\_\_\_\_

LAW ENFORCEMENT REQUIRMENT \_\_\_\_\_

EVENT SPONSOR	ADDRESS	TELEPHONE #
---------------	---------	-------------

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

SHERIFF'S REPRESENTATIVE  
(COMMANDER OR ABOVE)

# Iberia Parish Council

MAGGIE F. DANIELS  
District 1

CURTIS "JOE" BOUDOIN  
District 2

RAY FREMIN, JR.  
District 3

STANLEY SMALL  
District 4

CAESAR COMEAUX  
District 5

BERNARD E. BROUSSARD  
District 6

GEORGE T. GROS  
District 7

JEROME FITCH  
Chairman

(337) 365-8246



DIANE B. PHILLIPS  
Clerk of the Council

FAX (337) 369-7424

COURTHOUSE BLDG. - SUITE 410  
300 IBERIA STREET  
NEW IBERIA, LOUISIANA 70560-4543  
email: [ipcouncil@aisp.net](mailto:ipcouncil@aisp.net)

KEITH A. HEBERT  
District 8

GLENN ROMERO  
District 9

ROGER DUNCAN  
District 10

JEROME FITCH  
District 11

ARTHUR ALEXANDER  
District 12

M. LARRY RICHARD  
District 13

NARAY HULIN  
District 14

AN EXTRACT TAKEN FROM THE MINUTES OF A REGULAR MEETING OF THE PARISH COUNCIL OF IBERIA PARISH, LOUISIANA, HELD ON WEDNESDAY, MAY 10, 2000.

\*\*\*\*\*

A motion was made by Mr. Naray Hulin, seconded by Mr. Ray Fremin, Jr., That the following be adopted:

ORDINANCE NO. 2000-05-2667

AN ORDINANCE AMENDING CHAPTER 4 OF THE IBERIA PARISH CODE OF ORDINANCES TO INCLUDE ARTICLE III TO ESTABLISH REQUIREMENTS FOR SPECIAL EVENTS PERMITS AND TO PROVIDE FOR PENALTIES FOR VIOLATIONS.

THE IBERIA PARISH COUNCIL DOES HEREBY ORDAIN:

SECTION 1. That Chapter 4 of the Iberia Parish Code of Ordinances is hereby amended to include Article III establishing requirements for Special Events Permits and to provide for penalties for violations, as follows:

## ARTICLE III. SPECIAL EVENTS PERMITS

### Section 4-46. Special Events Permit Required.

All special events, including sports tournaments, concerts, circuses, shows, exhibitions, street fairs, carnivals, festivals and other similar, temporary activities or assemblies, at which alcoholic beverages are sold, whether being held on Parish property or on private property, are hereby required to obtain a permit from the Iberia Parish Government. For each such event, provisions for parking and security are required and must be approved by the Iberia Parish Sheriff's Department.

For the purposes of this Article, Special Events are defined as events where alcoholic beverages are sold or are supplied as part of a general admission or other fee. Special events do not include private parties where there are no sales made or fees charged.

Continued....

For Special Events, the Iberia Parish Government will issue a special temporary retail alcoholic beverage permit for a duration of up to three (3) consecutive days. The issuance of said permit allows the retail sale of alcohol, including beer.

Section 4-47. Types of Permits.

The three types of Special Events Permits issued by the Iberia Parish Government are:

- (a) TYPE A PERMITS, issued only to non-profit organizations with tax exempt status under the U.S. Internal Revenue Code, Section 501(c)(3) or 501(c)(8) and issued without charge. To qualify for this permit, applicants must submit:
  - (1) written proof of their tax exempt status from the Internal Revenue Service (IRS);
  - (2) valid lease agreement, 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 event will occur; and
  - (3) completed application form.
- (b) TYPE B PERMITS, issued only to non-profit organization that do not have Section 501(c)(3) or 501(c)(8) tax exempt status and assessed a fee of \$10. To qualify for this permit, applicants must submit:
  - (1) reasonable written proof of their non-profit status such as documentation from the Secretary of State or an IRS designation other than (c)(3) or (c)(8);
  - (2) valid lease agreement, 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 event will occur; and
  - (3) completed application form.
- (c) TYPE C PERMITS, issued to persons who do not meet the requirements for TYPE A or TYPE B PERMITS and assessed a fee of \$100. To qualify for this permit, applicant must meet the qualifications required of alcohol license holders as required by Chapter 4 of the Iberia Parish Code of Ordinances and applicants must submit:
  - (1) valid lease agreement, 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 event will occur; and
  - (2) completed application form.

Continued....

---

Section 4-48. Indemnity Agreement; Liability Insurance.

The applicant for a permit under this Article shall execute an Indemnity and Hold Harmless Agreement and file with the application a certificate of comprehensive public liability insurance in an amount of not less than \$1,000,000, which policy shall also name the Iberia Parish Government and the property owner as additional insureds.

Section 4-49. Compliance with Applicable Regulations.

All applicants for permits under this Article shall comply with all technical codes and pertinent provisions of this Code and other ordinances of the Parish and State, including, without limitation, the following: (a) The Louisiana Sanitary Code; (b) Local and State electrical, plumbing and fire regulations; (c) Food Handling Regulations and (d) Collection and Disposal of garbage, trash and refuse.

Section 4-50. Penalties for Violation.

Any person who refuses to obtain a permit as required by this Article shall be deemed to be guilty of a misdemeanor and shall be subject to a fine of not more than Five Hundred Dollars (\$500) or six (6) months in the Parish Jail, or both, at the discretion of the Court. Violations or noncompliance with any of the above provisions of this Article shall result in immediate revocation of the permit by the Iberia Parish Sheriff. The Iberia Parish Sheriff shall also have the authority to revoke the permit at any time, if, in his opinion, the event poses a danger to the individuals present or to the community at large.

SECTION 2. That upon adoption and approval of this Ordinance, Chapter 4, Section 4-18 of the Iberia Parish Code of Ordinances entitled Fees - Beverages of Low Alcoholic Content is hereby amended to read as follows:

Section 4-18. Fees-Beverages of Low Alcoholic Content.

There is hereby levied an annual permit fee against all persons who may, during the year, engage in the business of selling, either at retail or wholesale, in the parish, beverages of low alcoholic content, as follows:

- (1) Wholesale Dealer - Seventy-five Dollars (\$75.00);
- (2) Class A Retail Dealer (on premises consumption) - Thirty-five Dollars (\$35.00); and
- (3) Class B Retail Dealer (off premises consumption) - Twenty-five Dollars (\$25.00)

Continued...

SECTION 3. That upon adoption and approval of this Ordinance, Chapter 4, Section 4-38 entitled Beer Sale Permits for Nonprofit Organizations is hereby revoked and rescinded.

SECTION 4. That this Ordinance shall become effective immediately upon adoption by the Iberia Parish Council and approval by the Parish President in accordance with Section 2-13 of the Iberia Parish Home Rule Charter.

This Ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: Maggie F. Daniels, Curtis Boudoin, Ray Fremin, Jr., Stanley Small, Caesar Comeaux, Bernard Broussard, George Gros, Keith A. Hebert, Glenn Romero, Roger Duncan, Jerome Fitch, Arthur Alexander, M. Larry Richard and Naray Hulin.

NAYS: None.

ABSENT: None.

And the Ordinance was declared adopted this 10th of May, 2000.

ATTEST: A true and correct copy of an Ordinance adopted by the Parish Council of Iberia Parish, Louisiana, taken at a regular meeting held on Wednesday, May 10, 2000.

IN FAITH WHEREOF, I have hereunto set my hand the official seal of the Parish Council of Iberia Parish, Louisiana, on this 11th day of May, 2000.

  
\_\_\_\_\_  
Clerk of the Council, Parish Council of  
Iberia Parish, Louisiana.



State of Louisiana  
 Department of Revenue and Taxation  
 Office of Alcoholic Beverage Control  
 1885 Wooddale Boulevard  
 P. O. Box 66404, Baton Rouge, LA 70896-6404  
 Telephone (504) 925-4041 • Fax (504) 925-3975

For Office Use Only Permit Number
Seq. Number

Telephone Numbers Work ( )
Home ( )

**Application for Special Event Permit**

1. Name of business, individual, or organization		2. Name of event	
3. Event location (street/city/state/ZIP)		4. Parish	
5. Event organizer's mailing address (P. O. Box /street number/city/state/ZIP)			
6. Type of alcoholic beverage to be served: <input type="checkbox"/> Beer <input type="checkbox"/> Liquor		7. Dates permit needed:	
8. 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.) <input type="checkbox"/> Type B Nonprofit organization (Must provide written proof of nonprofit status.) <input type="checkbox"/> Type C All others			
9. Is premises owned by applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, attach copy of lease or permission from owner.			
10. Is local permit or written permission from local government attached? <input type="checkbox"/> Yes <input type="checkbox"/> No			
11. Your name and address (P. O. Box/street/city/state/ZIP)			
12. Race	13. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	14. Date of birth	15. Driver's license number
16. Social Security Number			
<b>Applicants eligible for a type "A" or type "B" permit need not answer Questions 17 through 29. Proceed to affidavit. Type "C" applicants shall complete this application. Must be completed and signed by owner, partner, or officer.</b>			
17. Naturalization number, if applicable		18. Are you a citizen of the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	19. Are you a citizen of LA? <input type="checkbox"/> Yes <input type="checkbox"/> No
20. Have you continuously resided in Louisiana for the past two years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
21. Do you or your spouse own or hold interest in any other business holding a state <b>retail</b> beer and/or liquor permit? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, enter permit number _____			
21a. Trade name of business _____			
21b. Location of business (street/city/state/ZIP) _____			
22. Do you or your spouse own or hold interest in any business holding a <b>wholesaler</b> beer or liquor permit? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, enter name of business.			
23. 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.			
24. 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			
25. 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			
26. If the response to Questions 22, 23, or 24 is "yes", list the offense, date, location, and disposition.			
27. Have you or your spouse ever been denied an alcoholic beverage permit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
28. 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			
29. 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.			
30. Is this application being made by you to permit any person other than yourself to secure a beer/liquor permit in your name for his 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 LA R.S. 26:80 and 280.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print your name \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

in the parish of \_\_\_\_\_, State of \_\_\_\_\_

Notary public's signature \_\_\_\_\_ Print name of Notary Public \_\_\_\_\_