

SPECIAL EVENTS GUIDELINES FOR ALCOHOL USEAGE IN THE CITY OF ZACHARY

Thank you for your interest in holding a Special Event within the City of Zachary (the "City"). Special events are 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. The City has two (2) types of Special Events Permits regarding alcohol sales and usage. The first (§6-39 of the City's Code of Ordinances governs liquor permitting to charitable religious non-profit and or fraternal organizations. The second (§6-40) type governs to individuals or organizations other than those listed in §6-39.

The following steps are necessary and should be followed to host a special event and obtain a permit relating to alcohol.

1. CITY ALCOHOLIC BEVERAGE CONTROL ("ABC") BOARD

The ABC Board Meets on the 3rd Monday of every month at City Hall, 4700 Main Street. Prior to the meeting a request must be placed on the ABC Board agenda 2 weeks prior to their meeting date.

Email your request to ABC Board Secretary: Lovenia.williams@cityofzachary.org

The request must include event date and location.

The requestee or designee must be present to receive a Special Events Permit.

2. CITY OF ZACHARY COUNCIL

The Zachary City Council Meets on the 2nd and 4th Tuesday of each month at City Hall, 4700 Main Street. Upon approval by the ABC Board, a request must be made to have the item placed on the agenda a week prior to the Council meeting.

Email request to the City Council Clerk, dana.lejeune@CityofZachary.org.

Include event date and location.

The requestee or designee must be present to respond to questions regarding the event.

3. CITY OF ZACHARY PERMIT OFFICE

Upon approval by the City Council and the ABC BOARD, the requestee must email Lovenia.williams@cityofzachary.org to receive the City's Special Events Permit.

4. STATE OF LOUISIANA OFFICE OF ALCOHOL AND TOBACCO CONTROL ("ATC")

Obtain a Special Events Permit ten days before the event at laatcab.cabc.atc.la.gov. The State will require an ATC permit and letter of permission, where the event is being hosted, along with a diagram of the property.

A letter of permission is not required on property owned by the permit holder.

A credit card will be required to pay for the ATC license.