



## SPECIAL EVENT PERMIT INFORMATION

Parish of Calcasieu

License Office

901 Lakeshore Drive, 5<sup>th</sup> Floor, Lake Charles, LA 70601

PO Box 1583, Lake Charles, LA 70602

(337) 721-3600 or (800) 826-6092

[www.calcasieu.gov](http://www.calcasieu.gov)

[OccupationalLicense@calcasieu.gov](mailto:OccupationalLicense@calcasieu.gov)

### How to Apply for a Special Event Permit

A **Special Event** is defined by the State as an event where alcoholic beverages are sold or are included as part of an admission type fee.

There are three types of permits:

1. **Type A permits** are issued to non-profit organizations with tax exempt status under US Internal Revenue Service Code, Section 501(c)3 or 501(c)8. To qualify for this permit, applicants must submit written proof of tax-exempt status from the IRS.
2. **Type B permits** are issued to non-profit organizations that have not obtained 501(c)3 or 501(c)8 tax exempt status. To qualify for this permit, applicants must provide reasonable proof of their non-profit status such as documentation from the Secretary of State, IRS or other documentation showing that all proceeds will go to a charitable cause.
3. **Type C permits** are issued to persons who do not meet the requirements above. To qualify for this permit, applicants must meet the qualifications required of permit holders under Louisiana [Revised Statute 26:80 and 26:280](#).

All applicants must submit the following to obtain a Special Event Permit:

- [Special Event Permit Application](#), notarized
- [Hold Harmless Agreement](#), notarized
- Copy of valid lease or written permission to use location
- Proof of non-profit status
- Copy of driver's license

*The names and information on the State application and the Parish application must match exactly.*

- There is no charge for a special event permit.
- Permits are limited to a maximum of three (3) consecutive days.
- A maximum of twelve (12) special event permits will be issued to the same individual/organization/business within a calendar year.

Deliver the completed information to our office:

Calcasieu Parish Police Jury (CPPJ)

License Office

901 Lakeshore Drive, 5<sup>th</sup> Floor

Lake Charles, LA 70601

State of Louisiana Alcohol and Tobacco Website link:

<https://atc.louisiana.gov/>

There is an Opelousas, Louisiana location if the applicant wishes to submit for the State permit in person (337)948-0346.