

SPECIAL EVENTS GUIDELINES FOR ALCOHOL USE IN THE CITY OF ZACHARY

Thank you for your interest in hosting a Special Event within the City of Zachary. A Special Event is an event held at any location where alcoholic beverages are being served as an incidental part of the event for payment rendered or supplied as part of a general admission or other 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, non-profit, and/or fraternal organizations. The second (6-40) type governs individuals or organizations other than those listed in (6-39).

To host a special event and obtain an alcohol permit, the following steps must be taken.

1. Alcoholic Beverage Control (ABC Board)

The ABC Board meets on the 3rd Monday of every month at City Hall, 4700 Main Street. Before the meeting, you must request to be placed on the ABC Board agenda two weeks before their meeting date.

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

The request must include the 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, you must request to have the item placed on the agenda a week before the Council Meeting.

Email your request to the City Council Clerk: dana.lejeune@cityofzachary.org

The request must include the 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 pay for the special event permit at the City Annex Office at 4650 Main Street. The permit will then be issued to the requester.

4. State of the Louisiana Office of Alcohol and Tobacco Control ("ATC")

Obtain a Special Events Permit ten days before the event at laatcab.atc.la.gov. The State will require an ATC permit, a letter of permission, and a diagram of the property where the event is being hosted. A permission letter is not required on property owned by the permit holder.

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