

Events and City Property Usage



The following are requirements for events held on City-Parish property including streets, sidewalks, etc. These events may or may not involve a street closure.

If a **street closure is involved**, please first contact the **Traffic Engineering Division at 389-3246** regarding your permit.

If a **Parade/Walk/March is involved** please first contact the **Baton Rouge City Police Department Traffic Division at 389-3874** regarding your permit.

STEP 1

For all events held on City or Parish property insurance information should be provided to the Risk Management Division: * See the *Certificate of Liability Insurance Requirements on page 1*.

**Office of The Parish Attorney
Risk Management Division**
222 St. Louis Street, 9th floor
Baton Rouge, La. 70802
(225) 389-3114, fax: (225) 389-5494

STEP 2

Applicant will be contacted by the Office of The Parish Attorney in order to complete a required **Hold Harmless Agreement**.

STEP 3

Once the Hold Harmless Agreement is approved and signed by the Mayor of The City of Baton Rouge/Parish of East Baton Rouge, an executed copy of the agreement will be mailed to the applicant.

STEP 4

If the sale or service of alcohol beverages is in anyway associated with the event, a **Special Event Permit** must be obtained through the **Alcoholic Beverage Control and Gaming Enforcement Office**

Alcoholic Beverage Control and Gaming Enforcement Office
10500 Coursey Boulevard, Suite 202
Baton Rouge, LA 70816
(225) 389-3364

*See page 14 for **Special Events Permit** requirements