



Special Event Permit
City of Carencro
Stationary Stand

1. Applications must be received by 5:00 p.m. fourteen (14) days prior to the event date.
2. A \$100 fee with completed and signed application for a Special Event Permit.
 - Permits will not be issued in excess of 300' from the centerline of the parade route. This is in compliance with Ordinance 2010-002 which states "...within three hundred (300) feet of any parade route..."
 - Applicant shall submit a written statement containing the full name, Social Security Number, and if applicable the nature of any felony convictions, under the laws of the United States, this state, or another state or country, against the applicant, any assistants, associates or employees who shall be employed by such person, prior to filing said application. Disqualification determinations shall be made by the Carencro Police Chief or his/her designee.
3. If applicable, a letter or signed lease/rental agreement from property owner of the physical address of where stand will be located. (State in letter what the stand will be selling, the date, times, and physical location of property with property owners contact information.)
4. Some sections of the application may not be applicable to your event. If there is no organization name, please use the person who will be responsible at the event and the taxpayer/trade name with their mailing address, phone number, etc.
5. Must register with the State Sales Tax office and the Lafayette Parish Sales Tax office for a Special Event Permit. (Lafayette Sales Tax office 337-232-3912; State Office 337-262-5455)
 - * Effective 01/01/2020 (There shall be a \$200.00 deposit on each permit to guarantee payment of sales tax at the end of the Special Event. This deposit will be forfeited 30 days after Special Event, if the taxpayer has not filed the sales tax return.)
5. Special Event permits with an alcohol permit for sale of alcoholic beverages of "low content alcohol" only can be issued; however, you must also apply to the state for a state alcohol permit. (Alcohol Control Board: Baton Rouge 225-925-4041; Local contact-Allotes DeJean, email allotes.dejean@la.gov or 337-296-5448) No special event permits will be issued from the City of Carencro for sale of high content alcoholic drinks; and cannot sell alcohol in bottles or glass containers.

Please allow seven to ten business days for processing of application. If you have any questions, please contact Accounting at 337-896-8481, fax to 337-896-0890, or email to Lmeche@carencro.org or Glenda@carencro.org

Mardi Gras Parade Information: (Roads close 1 hour prior to parade time)



**Special Event Permit
CITY OF CARENCRO
Cart Vendor Requirements**

The following are the requirements to obtain a Special Event Vendor Permit for cart vendors:

- 1. Applications must be received by 5:00 p.m. fourteen (14) days prior to the event date.**
- 2. Fee of \$150.00 for a Special Event Cart Vendor permit for up to three carts; \$50 per cart after three.**
- 3. Must register with the State Sales Tax office and the Lafayette Parish Sales Tax office for a Special Event Permit. (Lafayette Sales Tax office 337-232-3912; State Office 337-262-5455)**
 - * Effective 01/01/2020 (There shall be a \$200.00 deposit on each permit to guarantee payment of sales tax at the end of the event. This deposit will be forfeited 30 days after the event, if the taxpayer has not filed the sales tax return.)*
- 4. Complete & sign application for a permit from the City of Carencro.**
 - **Permits will not be issued for use in excess of 300' from the centerline of the parade route.** This is in compliance with Ordinance 2010-002 which states "...within three hundred (300) feet of any parade route..."
 - Applicant shall submit a written statement containing the full name, Social Security Number, and if applicable the nature of any felony convictions, under the laws of the United States, this state, or another state or country, against the applicant, any assistants, associates or employees who shall be employed by such person, prior to filing said application. Disqualification determinations shall be made by the Carencro Police Chief or his/her designee.

Please allow seven to ten business days for processing of application. If you have any questions, please contact Accounting at 337-896-8481, fax to 337-896-0890 or email to Lmeche@carencro.org or Glenda@carencro.org

Mardi Gras Parade Information:

(Roads close 1 hour prior to parade time)

APPLICATION FOR AND/OR REQUEST FOR

2. Fee _____

(Check one or more squares)

- A. Beer Only
 Liquor Only
 Liquor & Beer
 No Alcohol
 Food Service
 Amusements _____

- B. New Business
 Renewal _____
 Previous Year # _____
 Special Event
 Special Event with Beer Only
 Peddler's/Itinerant Vendor

4. Date of Application

Month Day Year

Total Number _____

Federal Employer ID Number None

6. LA Sales Tax Number None

7. Local Sales Tax Number None

A. Taxpayer Name

B. Area Code-Phone Number

C. Trade Name

D. Mail Address

E. City, State, Zip Code

F. Location-Street, City, State, Zip Code

G. Parish Location

Type of Organization A. Individual B. Partnership C. Corporation D. Governmental E. Non-Profit F. Other

0. If corporation or partnership Name Title, Soc. Sec. No., Resident Address and Phone No. of Officers or Partners.

Name	Title	SSN							
Resident Address		Phone							
Name	Title	SSN							
Resident Address		Phone							
Name	Title	SSN							
Resident Address		Phone							

1. If Sole Owner (Individual) Name

Resident Address

SSN _____
 Phone _____

2. Emergency Contact Information: Name: _____

Telephone # _____

13. Fax Number:

Area Code _____
 Number _____

14. _____

E-mail Address _____

Web Site Address _____

5. If Corporation, State of Incorporation

16. Reason for Applying

- A. Started New Business C. Other (Specify) _____
 B. Purchased Going Business - Name of previous Owner _____

7. Date Business Started/ Acquired at THIS LOCATION

Month Day Year

18. Have you registered with the Secretary of State for Louisiana as a Foreign Corporation
 Yes No

19. Excluding This One How Many Other Business Locations Do You Have in This Parish or Municipality?

3. Nature of Business

Description of Sales or Activity: _____

I affirm that the information given on this application and attached schedules is true and correct.

Signature of Applicant

Title

Signature of Preparer
 If different from above