


# SPECIAL EVENT PROMOTER CHECKLIST

A Special Event Promoter permit is required for event/show organizers when an event or show involves vendors. You must have a complete contact list of all vendors, pay a bond and fees to complete the application process.

## Check List

-  **Council Approval.** Promoters must first obtain the approval City Council member in whose district the event will be taking place. The Council District will be notified electronically by our internal system to review. However, if the event is expected to be particularly large, loud, or disruptive the promoter may wish to discuss the event with the Councilmember prior to application. [Click here](#) for Council contact information.
-  **Special Event Application and Supplements.** Promoters must complete the [Master Event Application](#), [Supplement A](#), and [Supplement G](#) and submit them to the One Stop Shop, City Hall, 7th Floor, 1300 Perdido St.
-  **Bureau of Revenue.** The following must be submitted to the Bureau of Revenue via email to [revenue@nola.gov](mailto:revenue@nola.gov) or submitted in-person or via mail to the Bureau of Revenue at City Hall, 1300 Perdido St., RM 1W15. Call (504) 658-1666 with questions.
  - **Occupational License.** To receive your Tax ID number and Occupational License, download and complete the [application form](#). These licenses must be renewed annually through the Bureau of Revenue.
  - **Bond Requirements (For-Profit Organizations Only).** A \$10,000 performance bond is required if 3 or more vendors participate and should be submitted to the Bureau of Revenue.
  - **Sales Tax Requirements.** All businesses that sell food or other goods are required to register, obtain a license, and collect and remit taxes to the Bureau of Revenue - Sales Tax. These businesses will be mailed tax returns each month and will be required to remit the taxes to the Bureau of Revenue by the 20th of the month following the month of collection. [Learn more.](#)
-  **Lease of Property/Land Authorization.** This document should show that the promoter is authorized to hold the special event at the planned location for the planned dates.
-  **Vendor List.** Promoters must create a list of individual vendors participating in the special event, including business trade name, mailing address, contact person, and contact phone number for each vendor. [Click here for a vendor list template.](#)
-  **Waste Disposal Plan.** Submit a plan or contract to dispose of all waste generated by the special event.
-  **Fire Department Application and Inspection.** The Fire Department requires an [Exhibit/Special Event Plan Review Application](#). Fire Department Fees are based on the square footage of the event and listed on page 2 of the plan review application. Complete and submit to [rwashington@nola.gov](mailto:rwashington@nola.gov) and [dedavis@nola.gov](mailto:dedavis@nola.gov) via email. If the event includes on-site cooking, NOFD will schedule a fire watch. For questions, call Fire Prevention at (504) 658-4770.
-  **Fees.** City Special event fees are based on whether the promoter is a non-profit or for-profit organization, the type of activity, what is being sold, and the amount of gross sales. See the [Fee Summary Sheet](#) for a detailed list of fees.
-  **Additional Supplements.** Depending on the type of event, you may need to complete and submit the supplements below.
  - [Supplement B - Street Closure/Block Party](#)
  - [Supplement C - Parade](#)
  - [Supplement D - Parks and Rec Centers](#)
  - [Supplement E - Tents](#)
  - [Supplement F - Entertainment](#)
  - [Supplement H - Non-profit Tax Exemption](#)

## Special Event Promoter Permit Restrictions

### RESTRICTIONS



**Vendor Permits Required.** Each individual vendor must be permitted by the Bureau of Revenue to participate in special events. See the Special Event Food Vendor Permit Checklist for food vending at a special event.



**Food Pop-Ups in Restaurants and Bars.** This process is also currently used for food vendors who want to pop up in existing brick-and-mortar businesses. The hosting business or venue should follow the guidance on this page, and the food vendor should see the Special Event Food Vendor Permit Checklist for guidance.

## Questions?

If you have questions about this permit, reach out to the One Stop Shop at (504) 658-7100 or email [eventpermits@nola.gov](mailto:eventpermits@nola.gov).



**City of New Orleans**  
Mayor LaToya Cantrell