

HOW TO OPEN A LIVE ENTERTAINMENT VENUE IN NEW ORLEANS



Thank you for investing in our city's music and performance culture — we're excited to welcome you to New Orleans' vibrant entertainment community!

Opening a live entertainment venue in New Orleans requires several key permits and approvals. By following this checklist and completing the outlined steps, you'll be on your way to launching your venue successfully.

Before you get started, please note that live entertainment is classified as a secondary use in New Orleans. This means a live entertainment approval must be added to an eligible primary business use, such as a bar, standard restaurant, indoor or outdoor amusement facility, winery, micro-distillery, distillery, micro-brewery, or brewery.

Your proposed primary business use and live entertainment use must both be allowed at the location under the Comprehensive Zoning Ordinance. The primary establishment must remain open while live entertainment takes place.

Complete Checklist

Before you begin, prepare the following:

- Business name and description of use
- Location address and executed lease
- Site and floor plan
- Security / operations plan
- Ownership info and ID (for all owners)
- Sound management plan

You will need to:

- ✓ Confirm your primary business use and live entertainment use are allowed at the location (check your zoning)
- ✓ Complete the requirements for your primary business use
- ✓ Apply for a Live Entertainment License through One Stop
- ✓ Submit the required application materials
- ✓ Pay the application fee

Need help? We're here!

Not sure where to start? The Office of Nighttime Economy can help connect you with the right City department and explain the process. Contact us at nighttime@nola.gov.

For questions about Live Entertainment Licenses and licensing, contact the Department of Safety & Permits at liveentertainment@nola.gov.

The City's Office of Economic Development also offers free monthly Business Information Sessions for new and existing business owners. These sessions are a helpful place to ask questions about permits, licenses, and City services.



Opening a venue involves more than permits. O.N.E. has created free resources to help businesses plan for sound management, safety, operations, and other common needs. Visit www.nola.gov/night to explore these resources.

HOW TO OPEN A LIVE ENTERTAINMENT VENUE IN NEW ORLEANS (CONT.)



Step by Step

1. **Confirm that live entertainment is allowed** at your location at www.property.nola.gov.
2. **Develop a business plan** and concept.
3. **Complete requirements for your primary business use**
 - a. Register your primary business and obtain all required licenses.
 - b. Complete any required zoning, building, fire, health, and alcohol approvals.
4. **Prepare your Live Entertainment application**
 - a. Executed copy of your lease.
 - b. Site and floor plan including the following information: room labels, measurements of all rooms, property lines, doors, windows, preparation areas and equipment, restrooms, stages, emergency exits, location of exterior & interior security cameras.
 - c. Completed Acknowledgment of Bar Standards or Acknowledgement of Restaurant Use Standards form.
 - d. Security / operation plan with the following information:
 - e. Name and address of the business in question.
 - f. Contact info for the manager of the facility.
 - g. Description of the security provided by the business at the location.
 - h. Hours of operation.
 - i. Description of how customers book, order and pay for services.
 - j. Description of how management deals with unruly customers.
 - k. Trash removal plan.
 - l. Overview of staffing plan for the facility.
5. **Apply for a Live Entertainment License through One Stop (www.onestopapp.nola.gov)**
 - a. Upload all required documents (listed above).
 - b. Pay the application fee after your invoice is issued.

Helpful Contacts

OneStop Help Desk

(504) 658-7100 | onestopapp@nola.gov

Department of Safety & Permits

(504) 658-7200 | liveentertainment@nola.gov

Bureau of Revenue

(504) 658-1666 | revenue@nola.gov

Office of Nighttime Economy

nighttime@nola.gov | www.nola.gov/night

Office of Economic Development

Business Services

(504) 658-4237 | www.nola.gov

Orleans Parish Clerk of Court

(504) 592-9100 | www.oreanscdc.com

LA Department of Health

(504) 568-7970 | www.ldh.la.gov

LA Department of Revenue

(504) 568-5233 | www.revenue.louisiana.gov

LA Workforce Commission

(866) 783-5567 | www.laworks.net