Terrebonne Parish Consolidated Government

Special Event Process for Applying for a Letter of No Objection

**NOTE:** The Letter of No Objection is only required for events where alcohol will be sold. No Letter of No Objection is needed if alcohol is being given away as part of a private event, wedding, etc.

1. Begin Process 14 Days Prior to Event
   - Pick up Application with Customer Service on 1st Floor of Government Tower or print from www.tpcg.org
     - Fill out the Special Events Application
     - Fill out the Hold Harmless & Indemnification Agreement

2. Is the Special Event Held Within City Limits?
   - Bring Application for Signature from Official to:
     - **YES:** Houma Police Department
       - Chief Dana Coleman
       - 500 Honduras St., Houma, LA 70360
       - 985-873-6306
     - **NO:** Terrebonne Parish Sheriff's Office
       - Sherriff Jerry Larpenter
       - 7856 Main Street Courthouse Annex, Suite 121
       - Houma, LA 70360
       - 985-873-6569

3. Bring Application for Signature to:
   - Planning & Zoning Department
     - Government Tower
     - 4th Floor
     - 8026 Main St., Suite 401
     - Houma, LA 70360
     - 985-873-6460
     - Attn: Christopher Pulaski

4. Bring Application for Signature to:
   - Administration Department
     - Government Tower
     - 7th Floor
     - 8026 Main St., 7th Floor
     - Houma, LA 70360
     - 985-873-6406
     - Attn: Julie Authement

5. Check the Louisiana Secretary of State Website for Business Filing Status

6. Once all Departments approve the application, the Letter of No Objection is written. The applicant will receive a phone call to pick up the letter on the 7th Floor of the Government Tower.

Administration sends Application by Email to:
- Customer Service Department
- Planning & Zoning Department
- Sales & Use Tax Department
- Risk Management Department

Bring Letter of No Objection from TPCG to:
- Office of Alcohol and Tobacco Control
  - 8585 Archives Avenue, Suite 305
  - Baton Rouge, LA 70809
  - 225-925-4041
  - www.atc.rev.state.la.us

Special Event Application can be downloaded from their website.