# Terrebonne Parish Consolidated Government

# Special Event Process for Applying for a Letter of No Objection

**#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 Travis Theriot
500 Honduras St.
Houma, LA 70360
985-873-6306

**NO:**
**Terrebonne Parish Sheriff's Office**
Sheriff Timothy Soignet
7856 Main Street
Courthouse Annex, Suite 121
Houma, LA 70360
985-857-0274

**#3**

Bring Application for Signature to:

**Planning & Zoning Department**

Government Tower
4th Floor
8026 Main St., Suite 401
Houma, LA 70360
985-873-6569
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

Administration sends Application by Email to:

- Customer Service Department
- Planning & Zoning Department
- Sales & Use Tax Department
- Risk Management Department

Check the Louisiana Secretary of State Website for Business Filing Status

**Customer Service Department**

They will contact the Applicant for any Collections or Payments Due.

Government Tower
1st Floor
8026 Main Street, 1st Floor
Houma, LA 70360
985-873-6462
Attn: Rachel Gros

**Planning & Zoning Department**

They will contact the Applicant for Sound Permit or Public Property Use Permit.

Government Tower
4th Floor
8026 Main Street, Suite 401
Houma, LA 70360
985-873-6568
Attn: Amy Voisin

**Sales & Use Tax Department**

They will contact the Applicant for Occupational License & Sales Tax issues.

Government Tower
6th Floor
8026 Main Street, Suite 601
Houma, LA 70360
985-876-3734
Attn: LeRoy Belanger

**Risk Management Department**

They will contact the Applicant for Liquor Liability Insurance if the Special Event is held on Terrebonne Parish Government Property.

Government Tower
5th Floor
8026 Main Street, Suite 520
Houma, LA 70360
985-873-6470
Attn: Cheryl Lirette

**#5**

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

**#6**

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.