CITY OF NEW ORLEANS
ONE STOP
PERMITS & LICENSES

MARDI GRAS PROCEDURES—2016

Dear Mardi Gras Participant:

This letter is to serve as an official notification that the **2016 Mardi Gras season will commence Friday, January 29, 2016 and conclude at 11:59 p.m. on Tuesday, February 9, 2016.** The Department of Finance, Bureau of Revenue is preparing to hold its annual lottery of the Mardi Gras fixed locations. All interested participants should adhere to the following procedures:

REGISTRATION PROCESS

All participants must submit the completed official lottery registration card to the Bureau of Revenue, City Hall, Room 1W15. The designated period to receive registration cards is Monday, January 4, 2016 through Friday, January 8, 2016. A sales tax deposit in the amount of $1,000.00 in the form of certified check or money order must accompany the official lottery registration card in order to be considered a valid registration. Additionally, the following criteria must be met:

- If mailed, the official lottery registration card must be received in the Bureau of Revenue on or before January 8, 2016 **(Regardless of the postmark date).**
- If hand delivered, registration card must be stamped in the Applications Unit on or before January 8, 2016, by 5:00 p.m.
- Only those registration cards received during the designated period will be accepted and used to prepare the official lottery entry card.
- Certified check or money order, must be made payable to the City of New Orleans.
- All participants not selected for a fixed location will be refunded their deposit **within (10) days.**

LOTTERY PROCESS

1) Participants need not be present for the lottery.

   - The Lottery will be conducted at 1:30 p.m. on Thursday, January 14, 2016 in the lobby of the Civil Court Building located at 421 Loyola St.

2) The City will have the official lottery entry of each eligible lottery participant.

3) The Department of Finance representative will read each eligible lottery participant's name from the official lottery entry card and place the same into the selection hopper.

4) The Department of Finance representative will select the official lottery entry card from the hopper and the names will be placed on the lottery board in the order in which they were drawn. This order will be used during the fixed location selection process.

5) After all the official lottery entry cards have been selected, participants who are present will receive confirmation of their placement on the lottery board. All participants who were not present for the lottery drawing, may call the Bureau of Revenue, at (504) 658-1661, (504) 658-1643 or (504) 658-1645, Monday through Friday, 8:00 a.m. to 5:00 p.m. to obtain the results of the lottery drawing. The results of the drawing will be posted on the City of New Orleans website at www.nola.gov.

FIXED LOCATION SELECTION PROCESS

1) The fixed location selection process is scheduled for Saturday, January 16, 2016, in Room 1W15, at 9:00 a.m. until 2:00 p.m. for the lottery participants.
2) Names will be called according to their placement on the lottery board. A valid picture ID must be presented at this time.
3) Any participant not able to attend the selection process and would like to have a representative present on their behalf, **must submit written documentation**, authorizing **one** representative to select the fixed location. The representative must have valid picture ID.
4) Each participant will be allowed to select only one (1) fixed location.
5) In order to expedite the fixed location selection process, please have at least five (5) locations ready when called. You will have ten (10) minutes to choose a location. After ten (10) minutes the next participant may make their selection.
6) Permit and license fees in the form of a certified check or money order must be submitted at the time of the fixed location selection, in the amount of $655.25 (only if a valid health and fire permit have been obtained). The initial $1,000.00 submitted during the registration process will be applied as the sales tax deposit for the first category choice. For each additional category at the same location, an amount of $1,505.25 will be required. Payment of permit and license fees do not guarantee issuance of a permit until proper approvals are obtained from the State Health Department and the City Fire Department if necessary.
7) All food vendors must secure a State Health Permit and City Fire Permit, if using flammable materials, prior to receiving the City of New Orleans Occupational License and permit.
8) The fixed location selection process will continue until all locations are selected.
9) The participant names remaining on the lottery board will have a chance to select a location in the event a participant is unable to meet all of the requirements.
10) Process #9 will only be limited to those participants who have not selected a location. Participants who have already selected a location will not be allowed to change their location.
11) In accordance with Section 34-37(b) of the Code of the City of New Orleans, a specific location can be assigned but not guaranteed by the City of New Orleans.
12) Participants interested in one-day permits should refer to Mardi Gras Booklet for fee rates.

Should you have any questions, please contact the Application Unit at:

(504) 658-1662 or (504) 658-1643 or (504) 658-1645.

RECAP OF KEY DATES

- 1/4/2016 The application for Fixed Location Vendor Lottery opens. Closes on 1/8/2016.
- 1/14/2016 The Mardi Gras Fixed Location Vendors Lottery will take place at 1:30PM in the Lobby of Civil District Court Located at 421 Loyola Ave
- 1/16/2016 Mardi Gras Fixed Location Vendors may come to City Hall, 1300 Perdido St., Room 1W15, beginning on Saturday (1/16/2015) morning at 9AM to chose their fixed locations in the order in which they pulled during the lottery.
- 1/21/2016, 1/26/2016, & 1/27/2016 10AM-3PM Annual Mobile Vendor Inspections - No Appointment Needed! Annual Food Truck Inspection will be performed at 14399 Old Gentilly Rd on the dates and times listed below. Representatives from The New Orleans Fire Department, Louisiana LPG, Louisiana Department of Health and Hospitals Sanitarians, and the New Orleans Fire Department will be onsite to perform required inspections.
- 1/25/2016 Mardi Gras Walker Applications will begin being accepted at City Hall, 1300 Perdido St., Room 1W15,