



SPECIAL ACTIVITY PERMIT: APPLICATION FORMS

**Return this section to City Hall, P.O. Box 775088 / 137 10th Street
Attn: Julie Franklin**

This permit is provided free of charge, but additional City Permits and fees may apply. Do you qualify for a Special Activity Permit? Does your event require two or more City services? Do you need a road closed or assistance with crowd control? Contact Julie Franklin, City Clerk, (970) 871-8248.

Please return the following items

Place a check mark next to items included:

- Completed application
- Sketch or map of event
- Narrative of event
- Liability Insurance Certificate (Naming the City as an additional insured)
- Traffic control plan, when applicable.
- Street closure petition/neighbor notification, when applicable.
- Emergency Contacts
- Liquor "Special Events Permit" (separate application) turned in 30 days prior to event; including separate check payable to City of Steamboat Springs

Submitted by:

Name: _____

Telephone: (_____)_____

Event Name: _____

City of Steamboat Springs Special Activity Permit

INSTRUCTIONS FOR OBTAINING A CITY PERMIT

File the attached application with the City Clerk's Office **at least 30 days in advance of the event/street closure**. If your event requires a liquor license, please file your application **at least 30 days in advance**. When your permit has been approved, you will be contacted and mailed a Special Activity Permit License that must be displayed during your event.

Your event must comply with all applicable City Ordinances and Regulations.

YOUR APPLICATION MUST INCLUDE THE FOLLOWING ITEMS:

- A. APPLICATION:** Please use blue or black ink. List only one contact person; with an additional list in writing of emergency contacts, as needed, preferably with cell phone numbers.
- B. DETAILED SKETCH, MAP, OR TRAFFIC PLAN (when applicable) OF EVENT SITE:** Please include all applicable items, i.e.; boundaries, vendor booths, positioning of Community Service Officers, road closures beginning and ending, fencing, barricades, etc.
- C. VENDORS:** Please be aware and respectful when locating vendor booths. If a vendor is placed in front of a conflicting business use (i.e. a food vendor located in front of a restaurant), the booth may need to be relocated.
- D. INSURANCE REGULATIONS:** Attach a Certificate of liability insurance for your event in an amount not less than \$1,000,000.00. **The City of Steamboat Springs must be listed as an Additional Insured.** Please do not state that a copy of Insurance is on file with the City, you must supply this document with every Special Activity Permit Application.
- E. POLICE, FIRE, EMERGENCY AND AMBULANCE SERVICE REQUESTS:** Police Officers may be requested or required for event security. Community Service Officers may be needed for traffic control/parking and crowd control/pedestrian traffic. Fire Suppression Services may be able to provide volunteer firefighters and trucks/equipment for your event. A separate permit must be purchased from Fire Prevention Services, located at 927 Oak Street behind Centennial Hall, for fireworks, tents in excess of 200 square feet, canopies over 400 square feet, open burning, explosives, and temporary structures. When necessary, an inspection will be scheduled at the time your permit is purchased. An Ambulance stand-by may be a requirement of the event coordinator or insurance policy.

- F. STREET CLOSURE/ PETITION FOR STREET CLOSURE:**
Attach an additional map/sketch showing your closure. You will need to obtain signatures of surrounding neighbors (within 300 feet of event or closure) on the enclosed petition and return with application, **OR** you may distribute a letter/flyer to homes and businesses in place of getting signatures. Include the event, dates, times, and a contact person & phone number.
- G. VENDORS / SALES TAX POLICY: All vendors are required to have a City Sales Tax License.** Event Coordinator: **please turn in a list of all Vendors** (Include: Vendor name, contact person, mailing address, and business phone number) **AND a vendor deposit check, totaling \$50.00 x total number of vendors, at least 2 weeks prior to event. Contact the City Sales Tax Department at (970) 879-2060, with questions.**
- H. LIQUOR SERVICE / SPECIAL EVENTS PERMIT:**
Contact Julie Franklin, City Clerk, for your Special Events Permit Application, at (970) 871-8248. Application must be submitted 30 days in advance of your event. Provide a diagram showing where alcohol will be served, a Certificate of Incorporation, and a deed or written permission for use of premises.
Additional fees are required to receive your liquor permit.
- I. FOOD SERVICE GUIDELINES:** Established through the Routt County Environmental Health department, (970) 879-0185. A State Retail Food Establishment License is required.
- J. SIGN PERMIT:** Any sign or banner displayed in conjunction with a special event must be approved with our code officer. **A non-profit may schedule a banner to be hung on Lincoln Avenue through the Steamboat Springs Chamber Resort Association.**
- K. TRANSIT SERVICES:** You may request buses or “shuttle”-type services for your event. Additional fees may apply.
- L. CITY FACILITY USAGE:** Use of a Facility (Howelsen Ice Arena, Olympian Hall, and fields) is reserved through the Parks, Recreation, and Open Space Department. All other City facilities please contact City Hall. All deposits and payments are made prior to use of the facility.
- M. TRASH/RECYCLING:** Event coordinators need to provide recycling containers and capabilities at their event.
- N. PORTABLE TOILETS:** Please provide 1 toilet per 100 spectators.

City of Steamboat Springs

SPECIAL ACTIVITY PERMIT APPLICATION

Date of Application _____ Date(s) of Event _____

Name of Event _____

Sponsoring Organization _____

Are you a non-profit? Yes No (Please include Exemption Certificate) **Is this a non-profit Event?** Yes No

Contact Person _____

Mailing Address _____ Email _____

Daytime phone _____ and Fax _____

Location of Event _____

Is this event on private property? Yes No If yes, please include a letter or signed agreement from the property owner showing permission for use of their property.

Description of Event _____

Expected number of Participants _____ and Spectators _____

Does this event include Vendors? Yes No (All vendors are required to have a City Sales Tax License)

Exact time **event** will begin _____ end _____

Exact time **event preparation** will begin _____ and clean up will end _____

For office use only.

Note: Department representative - please contact applicant directly with your questions or concerns, unless we have a special meeting scheduled prior to the event.

	Department	Conditions of Approval	Signature	Date
1	Engineering			
2	Finance / Sales Tax			
3	Fire Prevention			
4	Police			
5	Community Service Officers			
6	Fire Suppression/ Ambulance			
7	Streets / Public Works			
8	Transportation Services			
9	City Clerk			
10	Parks, Open Space, & Recreational Services			
11	Internal Services			
12	Facilities Maintenance			
13	Planning			

Please return this application to the Clerk's office no later than _____.

SPECIAL ACTIVITY PERMIT
Please outline your site or enclose a map

Include all applicable items: Event boundaries/ Fencing, Tents, Vendor booths, Locations for Community Service Officers, Road Closures begin & end/Barricades/Cones, Water stations, Emergency Vehicle Access Roads, Event Signage locations, etc...

**CITY OF STEAMBOAT SPRINGS
COMMUNITY EVENTS
STANDARD INSURANCE REGULATIONS**

The City of Steamboat Springs supports and encourages community events sponsored by various organizations. It is our responsibility to protect the health, safety, and welfare of our citizens. In order for all events to run smoothly and safely, we request the following information. If any requirements appear excessive or cause undue financial hardship for "**non-profit**" community organizations, please contact the City's Risk Manager, Anne Small, to discuss possible alternatives for providing adequate insurance coverage.

As a condition of the Special Activity Permit, the responsible organization agrees to the following rules, regulations and conditions established by the City of Steamboat Springs:

- 1) The services and activities provided by the event are those of an independent entity and not as an employee, officer, official or agent of the City of Steamboat Springs.
- 2) The responsible organization shall indemnify and hold harmless the City, its officers, officials, employees, agents and insurance from and against any and all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions or proceedings of any kind, including, but not limited to: costs of actions and reasonable expert and attorney fees incurred by the City in any way resulting from or arising out of this community event. This provision shall not and is not intended in any way or manner to waive or cause the waiver of defenses or limitation on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101 et seq., Colorado Revised Statutes, the Colorado Constitution or the common law(s) of the United States or Colorado.
- 3) The responsible organization shall procure and maintain, at its own cost, liability insurance in the amount of not less than **\$ 1,000,000.00** against all claims, demands and other obligations incurred by the event planner/organizer in its performance of the community event. Such insurance shall be in addition to any other insurance requirements imposed by law. The responsible organization shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to Section 3 of these "rules" by reason of its failure to procure or maintain insurance in sufficient amount, duration or types. **A certificate of insurance, naming the City as an additional insured, shall be provided to the City's Risk Manager or the City Clerk 7 days prior to the event.**
- 4) If holding the event on City property, the responsible organization should return the site or facilities to pre-event condition.

Thank you for providing this information. The City seeks to ensure that your event is coordinated, safe and enjoyable. We are happy to assist you in way we can to help make your event a success.

Name of Event Organizer: _____
(Please print) (Signature)

**CITY OF STEAMBOAT SPRINGS
COMMUNITY EVENTS
STANDARD INSURANCE REGULATIONS**

SPECIAL EVENT INSURANCE REQUIREMENTS

This form is required if the event is held on City-owned property.

1. Liability Insurance

All events within the City limits, in which the City of Steamboat Springs is providing a Special Activity Permit, are required to provide a \$1,000,000 liability insurance coverage naming the City as an additional insured. Such insurance shall be an occurrence policy. A Certificate of Insurance must be submitted to the City Clerk's Office at least 7 days prior to the event.

2. Workers Compensation Insurance (Colorado Statutory Requirement)

The event sponsor or responsible organization is required to provide Workers Compensation Insurance for any person who is an employee of the organization or anyone paid to work on the community event. Event sponsors often have volunteer insurance. Please specify if you have this additional insurance:

Workers Compensation: Yes _____ No _____

Volunteer Insurance: Yes _____ No _____

3. Automobile Liability (Colorado Statutory Requirement)

The event sponsor or responsible organization is required by Colorado law to provide automobile insurance to any person who is an employee, paid worker or volunteer of the organization operating an automobile. If automobiles are required or utilized for your event, please provide proof of insurance to the City Clerk's Office, 7 days prior to the event. (i.e. auto races, parades, etc.)

Automobile Liability: Yes _____ No _____

Who is insuring the event, if the events sponsor is not providing insurance?

Print name: _____ Phone #: _____

Event Organizer's Signature (required): _____

Shelly St. Pierre, Contracts & Risk Analyst
City of Steamboat Springs

**CITY OF STEAMBOAT SPRINGS
PUBLIC SAFETY SERVICES
DIVISION OF FIRE SERVICES**

FIRE PREVENTION SERVICES:

All special activity permits proposing to have tents, or temporary membrane structures of any size MUST have a planning meeting with Fire Prevention prior to issuance of this City Special Activity Permit.

A separate permit will be required from Fire Prevention Services, and an inspection must be scheduled prior to event for tents over the square footage noted below. For more permit information and to schedule a meeting or inspection, contact Fire Prevention Services, (970) 871-8216.

Please check and include a description of all that apply:

___ **Tents or Temporary Membrane Structures. \$25 - \$200**

A permit is required for **Tent(s) 400 square feet or greater**. A tent is a structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Tents _____ Size _____
Size _____
Size _____
Size _____

A permit is required for **Cooking Tents** of any size. A cooking tent is usually a membrane structure that a vendor uses for cooking with any gas-, solid- or liquid-fuel burning equipment (ex. Grill).

Cooking Tents _____ Please supply a list of the vendors that will be using cooking tents for this event.

___ **Fireworks (Public display) \$50 (per display)**

___ **Open Burning (Bonfires, Recreation Fires, Barbecue Pits) \$25**

___ **Other: _____ \$25 – \$50**

NOTE: An additional fee may be charged for inspections scheduled outside of normal business hours, Mon.- Thurs. 7:30 a.m. – 5:00 p.m., excluding holidays. The fee for these inspections is \$50.00 per hour, minimum 2 hours.

Letter of intent and site plan required. Please include the location of your tents, fireworks display, etc... on your enclosed site map.

**CITY OF STEAMBOAT SPRINGS
PUBLIC SAFETY SERVICES
DIVISION OF POLICE SERVICES
840 Yampa Avenue, P.O. Box 775088
Steamboat Springs, CO 80477
(970) 879-4344**

Please check the appropriate choices:

	1. OPEN CONTAINERS - The sale or consumption of alcoholic beverages.
	2. PUBLIC ADDRESS SYSTEMS - The use of amplified sound systems
	3. PRIVATE PROPERTY INVOLVEMENT - Activities held on private property.
	4. PARKING CONSIDERATIONS - Activities with major on-sight parking concerns
	5. DOGS – Will dogs be allowed at the event? If no, then the City Manager will need to adopt the rule that dogs are not allowed in the park/area for the duration of the event. (A letter from the City Manager is required.)

SPECIAL OFFICER REQUESTS

The City reserves the right to increase officers as needed for public safety.

Please specify number of officers requesting:

	Community Service Officers		Police Officers*
	Mounted Police Officers*		Bike Police Officers*

* Police Officers will be paid \$65.00 per hour by the event organizer.
Non-profit organizations may receive Community Service Officers free of charge, if available. (For-Profit: Minimum of 2 Community Service Officers for 2 hours/event.)

To assist with:

	Crowd Control / Pedestrian Traffic		Night Security
	Traffic Control / Parking		Security

ALL EVENTS SHALL COMPLY WITH APPLICABLE STEAMBOAT SPRINGS REVISED MUNICIPAL CODES.



Steamboat Springs Fire Rescue
 *** Emergency Services ***
 PO Box 775088 2600 Pine Grove Road
 Steamboat Springs, CO 80477-5088
 (970) 879-7170

If your event requires emergency standby services, you will need to contact Steamboat Springs Fire Rescue directly at (970) 879-7170 to confirm all arrangements.

This permit applies to the following special events/activities requirements (please check):

	Any activity which the Events' insurance requires an emergency standby.
	Any activity which the Event Coordinator and Steamboat Springs Fire Rescue require a standby.
	Other -

Please check the emergency service(s) standby you are requesting for your event:

	Ambulance Services
	Fire Suppression Services (Fire Truck)
	Emergency Personnel only
	Other -

Steamboat Springs Fire Rescue requires a signed contract two (2) weeks prior to the event. Contact Steamboat Springs Fire Rescue for standby contract and policy; please provide a detailed description of services requested.



Special Event Service/Equipment Request

Public Works/Streets staff can provide the following equipment/services: barricades, cones, pennants, and installing and removing street banners. The Chamber schedules the hanging of street banners, call 879-0882.

Equipment/Service requested:

Date and times equipment or service is needed:

Takedown date and time:

****STREETS DIVISION****

Please complete the following if your event requires a street closure.

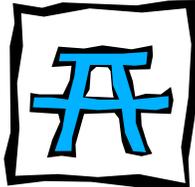
Describe the exact location of the areas you wish to close and include this information on the diagram at the beginning of the packet:

Cross streets and additional streets encumbered:

What time do you need the street closure?

_____ am / pm to _____ am / pm

Special Event Service/Equipment Request



Equipment/Service requested:

Date/time equipment or service is needed:

Knockdown date and time:

The use of stakes is not permitted in City Parks or parking lots.

To rent event/sport fencing contact Colorado Event Rentals at 871-6786.

Questions? Please contact Ernie Jenkins, Parks Supervisor at (970) 879-4300x325

Park, Open Space & Trail Use Permit Program Overview

The City of Steamboat Springs requires user groups to apply for a permit when activities are proposed on city lands, like the Core Trail. Parks, Open Space & Recreational Services (POSRS) has designed the program to help minimize impacts to natural, agricultural, and cultural resources and preserve the quality of the visitor experience.

You are required to submit an application for a permit at least 30 days before the requested use. POSRS staff will work with permittees who apply fewer than 30 days before the planned use, but there is no guarantee that the permit will be issued in time for the planned use. If you plan to use a City shelter or facility, you may need to make a reservation.

There are two types of permits:

- Commercial Use – For non-profit and for-profit groups that charge a fee or raise funds (a permit is required beginning May 1, 2009)
- Special Use – For non-commercial group activities

For information about using a City facility or City lands, please call 879-4300.

**CITY OF STEAMBOAT SPRINGS
COMMUNITY SERVICES
TRANSIT SERVICES
(970) 879-3717**

Please explain transit service request, in detail: (i.e., Number of buses and/or shuttle vans and hours of operation)

Fee schedule for bus/van use:	Bus	Shuttle Van
Local, non-profit or City-requested/City-sponsored events: *	\$25.00/hour	\$20.00/hour
Non-local or out-of-state non-profit: **	\$65.00/hour	\$60.00/hour
Private Organization:	\$75.00/hour	\$70.00/hour

* A written waiver signed by the City Manager or designated representative may substitute for the fee rate.

** Non-profit organizations must provide necessary documentation showing non-profit status.

One hour of service time will be charged for pre-trip and post-trip servicing (Inclusive) per vehicle used.

50% of the projected fee is due 24 hours prior to service and the remaining fee is due 30 days after the completion of service or prior to any subsequent service, whichever comes first.

FOR OFFICE USE:

Date:

_____ Proper documentation received.

_____ Necessary fees received:

50% \$_____ paid on _____.

Final 50% \$_____ paid on _____.

_____ * Waiver received in lieu of fees.

Unmanned Aircraft System

Will you use an unmanned aircraft system (UAS/drone)? Yes ____ No ____

Have you reviewed and understand all of your obligations and requirements as set forth as a UAS operator per the FAA? <http://www.faa.gov/uas/> Yes ____ No ____

Have you met/followed all applicable regulations set forth by the FAA as they pertain to your specific UAS operation? Yes _____ No ____

Have you contacted the airport manager of any facility that will be within 5 miles of your UAS operations and gained their approval? Yes ____ No ____

What will be the hours, max altitude and capacity of UAS operations? _____

FOOD SERVICE

Is this a for-profit event? _____

Are you serving food? _____

If your event is **for-profit** and you are serving food you need to contact Routt County Environmental Health at 970-879-0185.



TRASH AND RECYCLING



The City requires that event organizers be responsible for providing trash and recycling (aluminum, glass, plastic) receptacles at Special Events in the City. These receptacles should be placed appropriately throughout the event, approximately 1 receptacle for every 50 persons if food is provided, and 1 for every 100 persons if no food is provided. The coordinator is also responsible for the removal of the trash/recycling.

Trash and Recycling information for your event:

Twin Enviro: 970-879-6985

Waste Management: 970-879-2428

Aces High: 970-870-6500

How many trash/recycling receptacles will your event require? _____

The City also encourages the use of compostable cups. These are available through Steve Green Company, (970) 879-5717.

Do you plan to use compostable cups? _____



PORTABLE TOILETS

The City requires that portable toilets be provided for events in which the venue does not have adequate toilet capacity, 1 portable toilet per 100 persons. The City encourages event organizers to provide ADA accessible portable toilets.

How many portable toilets will your event require? _____



Sales Tax Single Event Policies – LESS THAN 5 VENDORS

For single events with less than 5 vendors or as determined by the City Sales Tax Division, the City Sales Tax Division will collect the sales tax applications, signed single event policy, and copy of driver's license, along with a **CREDIT CARD DEPOSIT OF \$50.00 PER VENDOR**.

The single event applications and credit card deposits must be received by the City no later than **2 weeks prior to the event** in order to process all single event sales tax license applications, prepare blank sales tax return forms for each vendor, and assign each vendor a sales tax license.

Applications received **less than 2 weeks prior to the event** will pay **\$100.00 late deposit**.

CASH & CHECK DEPOSITS WILL NO LONGER BE ACCEPTED AS SINGLE EVENT DEPOSITS when less than 5 vendors or as determined by the City Sales Tax Division, starting February 1, 2013

Vendors who have participated in a past event and failed to submit a sales tax return **will not be allowed to participate, unless cleared by the sales tax clerk**. It is the responsibility of each Vendor to notify both the event coordinator AND the City Sales Tax Division when not attending.

1-2 days prior to the event, the City Sales Tax Division will have vendor sales tax returns and license letters available for **each vendor to pick up at City Hall**, located on 137 10th street. **City Hall is open Monday-Thursday**.

Vendors are not allowed to deduct their deposit from the amount due on the sales tax return.

All single/special event sales tax returns are due 10 days following the event end. After that time, penalty and interest will apply. Vendors remit sales tax return and payment to the City Sales Tax Division. The return must be signed and filed even when no sales took place stating zero sales.

City Sales Tax Division staff may be in attendance at the event to ensure proper single event sales tax licenses have been obtained. If a vendor is operating without the appropriate license, they will be required to complete an application at that time and pay an immediate deposit of \$200.00 or they will be shut down and will no longer be able to do business at the event.

After the sales tax return is received and all monies due have been paid, the City Sales Tax Department will issue a refund for the full deposit paid.

Event Coordinators Name _____ Event Date _____

By Signing below you agree to the above terms & conditions:

Vendor Signature _____ Date _____



Sales Tax Single Event Policies – MORE THAN 5 VENDORS

For single events with more than 5 vendors, or as determined by the City Sales Tax Division, **THE EVENT COORDINATOR** must collect ALL City applications & deposits for the City Sales Tax Division. The event coordinator will then make **one check** payable to the City for the total amount of vendor deposits collected, the city sales tax applications, and a spreadsheet listing all the vendor names & deposits paid **no later than two weeks prior to the event** in order to process all special/single event sales tax license applications, prepare blank sales tax return forms for each vendor, and assign each vendor a sales tax license.

Applications received **less than 2 weeks prior to the event** are subject to pay **\$100.00 late deposit**.

Vendors who have participated in a past event and failed to submit a sales tax return **will not be allowed to participate, unless cleared by the sales tax clerk**. It is the responsibility of each Vendor to notify both the event coordinator AND the City Sales Tax Division when not attending.

Vendors are not allowed to deduct their deposit from the amount due on the sales tax return.

Following the event it is **THE EVENT COORDINATORS** responsibility to update the spreadsheet of vendors who attended and did not attend and submit the final spreadsheet to the City Sales Tax Division, **no later than 10 days after the event end date**. Refunds will not be processed until the final spreadsheet is received. The City will then process refunds to the event coordinator at least once a month after the vendor sales tax returns are due and completed.

All single/special event sales tax returns are due 10 days following the event end. After that time, penalty and interest will apply. Vendors remit sales tax return and payment to the City Sales Tax Division. The return must be signed and filed even when no sales took place stating zero sales.

1-2 days prior to the event, the City Sales Tax Division will have vendor sales tax returns and license letters available for **the event coordinator to pick up at City Hall**, and distribute to the vendors as they arrive for the event. **City Hall is open Monday-Thursday**.

The event coordinator shall have one designated contact person available at the event with knowledge of all registered vendors.

City Sales Tax Division staff may be in attendance at the event to enforce proper single event sales tax licenses have been obtained. If a vendor is operating without an appropriate license, they will be required to complete an application at that time and pay an immediate deposit of \$200.00 or they will be shut down and will no longer be able to do business at the event.

Event Coordinators Name _____ Event Date _____

By Signing below you agree to the above terms & conditions:

Vendor Signature _____ Date _____

INSTRUCTIONS

1. Enter any trade name under which you do business. This is not a trade name registration. Trade names must be registered with the Colorado Secretary of State.
2. Enter the legal name of your business. **NOT A TRADE NAME.** This should be the legally recorded name of your corporation, partnership, association, etc. Enter your personal name if the business is a sole proprietorship.
3. Enter the physical address of your business location in Steamboat Springs, **not a mailing address or post office box.** If you have more than one location, you will need a separate application and license for each location. If you will not have a physical location in Steamboat, please explain how sales will be conducted. Door to door sales and other temporary sales may require additional licensing.
4. Enter the area code and the phone number where you can be reached during normal business hours. If you do not have a local phone, please be sure and include the area code. Also, include your fax number if you have a fax.
5. Enter the mailing address to which correspondence and tax returns are to be sent. Include the "Care of" or C/O name, if any.
6. Give the name of the person whom we should contact if we have any questions regarding this application or the payment of taxes. Enter phone number and email address.
7. Indicate the location of your business records. If your records are kept at a location other than your business, such as an accountant or main office, give the address of that location. **A POST OFFICE BOX IS NOT A VALID LOCATION OF BUSINESS RECORDS.**
8. Check the form of ownership of your business. If you are a nonprofit organization, enter your State of Colorado Exempt Institution License Number.
9. List the owners, partners or officers of the business including physical address, telephone number and the title or position in the business. Give the number to a valid Driver's License for one of the following: the owner, owners, partner or at least one officer if a corporation. A copy of the driver's license must also accompany the application. **No license will be issued if a copy of a valid driver's license is not provided.**
10. Describe briefly the taxable products or service your business will be selling.
11. Enter your Federal Identification Number (Employer Identification Number). Do not enter Social Security Number.
12. Enter your State sales tax license number for this location.
13. **Single event participants must file separately for each event.**
14. **FOR SINGLE EVENTS:**
Sales tax application
Copy of driver's license
Signed Single Event Policy
Deposit

CITY OF STEAMBOAT SPRINGS

SALES TAX LICENSE APPLICATION

PLEASE READ INSTRUCTIONS FIRST - PRINT CLEARLY OR TYPE INFORMATION

1. DBA NAME: _____

2. LICENSE TO BE ISSUED TO _____
(name of corporation, partnership, association, or individual)

3. PHYSICAL LOCATION _____
(street #, street name, unit #, city, state, zip)

How will sales be conducted _____

4. PHONE # () _____ FAX # () _____

5. MAILING ADDRESS _____
(Box #, street #, street name, unit #, city, state, zip)

6. CONTACT PERSON _____ TITLE _____

PHONE # _____ EMAIL _____

7. PHYSICAL LOCATION OF RECORDS _____
(Street, city, state, zip)

8. TYPE OF OWNERSHIP (check one)
 (0) _____ Sole Proprietorship (Individual) (3) _____ Nonprofit Association or Club-taxable
 (1) _____ Corporation (Incorporated, LLC) (4) _____ Nonprofit Exempt (State exempt # _____)
 (2) _____ Partnership (General, Limited, S-Corp) (4) (5) _____ other (circle one) Joint Venture, Trust, Estate

9. NAMES AND HOME ADDRESSES OF OWNER, PARTNERS, OR OFFICERS OF BUSINESS **ATTACH LIST IF MULTIPLE**

NAME _____ TITLE _____

ADDRESS _____

PHONE # _____ EMAIL _____

(ATTACH COPY OF DRIVER'S LICENSE - REQUIRED)

10. TAXABLE PRODUCTS SOLD (general) _____

11. FEDERAL ID (EIN) _____ (DO NOT ENTER SSN)

12. STATE LICENSE # _____ IF NONE, DATE APPLIED FOR _____

13. FILING FREQUENCY REQUESTED: (Monthly: \$100+/month tax collected; Quarterly: less than \$100/month; annually; Wholesale or less than \$100/year)

_____ Monthly _____ Quarterly _____ Annually **OR** _____ **Single Event**

IF SINGLE EVENT (list event name and dates) _____

For Single Events please see the City Sales Tax Clerk for further instruction

OFFICE USE ONLY

LICENSE #

NAICS CODE

LOCATION

FREQUENCY

LMD

URA

APPROVED BY

DATE

ENTERED BY

DEPOSIT PAID

METHOD

I declare under penalty of perjury that this application has been examined by me and that the statements made herein are made in good faith pursuant to the City of Steamboat Springs tax regulations and, to the best of my knowledge and belief, are true, correct and complete.

SIGNATURE OF APPLICANT (must be signed by an owner, partner, or officer) TITLE DATE