



SPECIAL EVENT LICENSE APPLICATION

CLEARLY PRINT OR TYPE ALL INFORMATION

ALL BOXES ARE REQUIRED TO BE COMPLETED

City of Mobile Revenue Department

PO Box 3065 Mobile AL 36652-3066

Phone 251.208.7462 / Fax 251.208.7955

Email revenue@cityofmobile.org

Internal Office Use Only

<u>Territory</u>	<u>Account #</u>	<u>NAICS Code(s) Assigned</u>	<u>Bill Number(s)</u>	<u>Amount Due</u>	<u>Completed By</u>

City of Mobile Ordinance

* Per City Ordinance .. The promoter of the event shall obtain a special event license and post a tax bond (or certified funds) to be held with the City of Mobile Revenue Department according to the following schedule.

<u>Number of Vendor Booths*</u>	<u>License Fee + \$10 Issue Fee</u>	<u>Required Bond Amount</u>
1 - 25	\$ 120.00	\$ 5,000.00
26 - 75	\$ 150.00	\$ 5,000.00
76 - 125	\$ 250.00	\$ 10,000.00
Over 125	\$ 300.00	\$ 10,000.00

* Include all vendors (whether they are selling merchandise or not)

* Vendors shall **NOT** be required to obtain a separate business license but shall be responsible for paying all taxes due from the sale of any tangible personal property (merchandise, food, etc.)

* Promoter shall distribute the tax envelope (provided by the Revenue Dept) to each vendor and **shall be responsible for collecting ALL completed tax envelopes and tax money due** in sealed envelope and remit to the Revenue Department within 10 days after the conclusion of the event

* **Charitable or Civic Organization Sales** - the organization must demonstrate to the satisfaction of the Revenue Department that the funds it raises are to be used for the funding of charitable or civic organizations and activities. The business license for the charitable or civic organization does NOT release the organization from the requirement to remit taxes on the gross proceeds of the event, nor does it release them from making any tax deposits required by the City of Mobile ordinance.

Required Documentation Checklist

Completed - Special Event License Application .. ALL pages and boxes completed

Copy - Drivers License -- Officer listed on application (copy must be legible)

Copy - Business Structure (LLC, Corporation, etc.) Articles from Secretary of State

ALL stamped pages of the Articles included (*any amendments must be provided also*)

Copy - Federal Employer Identification Number (FEIN) or 501c3 Letter from IRS

Copy - State of Alabama Revenue Tax ID Letter

Completed - Vendor List (*whether selling or advertising*)

If alcohol will be sold or provided at the event

Copy - State of Alabama ABC Board license

Completed - Alcohol Application .. ALL pages and boxes completed

Special Event Information

<u>Application Date</u>	<u>Event Date(s)</u>	<u>Event Name</u>		
<u>Physical Location Name & Address of Event</u>		<u>City</u>	<u>State</u>	<u>Zip Code</u>

Detailed Explanation on Purpose of Event and Use of Funds

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City of Mobile Special Event License Application

Special Event Information Continued

- Yes No Will the event have admission cost (ticket sales)? If yes, ticket price(s)
- Yes No Will the event have merchandise vendors? If yes, provide vendor list (see attached)
- Yes No Will the event have food vendors (*including food trucks*) ? If yes, provide vendor list (see attached)
- Yes No Will the event have alcohol served and/or sales? *Alcohol requires the attached application & City Council approval*
- Yes No Has the application process with the state ABC Board and City of Mobile been started?

Organization/Company Information

Business Structure

Limited Liability Company (LLC) Corporation Other (specify)

Federal Tax ID (FEIN) - IRS

State of AL Tax ID Number

Does the organization have a tax exemption filed with IRS? *

Yes Type

No

Legal Company/ Organization Name

* Tax Exemption tax status does NOT release the organization from the requirement to remit taxes on the gross proceeds (including ticket sales) from the event

Company/Organization Physical Address

City

State

Zip Code

Company/Organization Mailing Address

City

State

Zip Code

Company/Organization - Phone Number

Company/Organization Email Address

Contact Person Information

Name

Title

Phone

Email

Officer Information

Full Name (Last, First, Middle, Suffix)

Title (Member, Owner, Officer)

If Member/Officer, Position

Date of Birth

Social Security Num

Drivers License (State & Num)

Phone Number

Email

Home Address

City

State

Zip Code

Certification and Signature

I understand the following about the license being applied for ...

By signing this application, you certify that all information and statements provided herein are true and correct. You also certify, under penalty of perjury, that you are a US Citizen or lawfully present in the US. In addition, by signing below, you acknowledge and understand and will comply to the City of Mobile Special Event Ordinances.

Printed Name & Title of Applicant

Signature of Applicant

Date Signed

Printed Name & Title of Person Completing Application

Signature of Person Completing Application

Date Signed

City of Mobile Business License & Tax Application

SPECIAL EVENT LICENSE - VENDOR LIST

Special Event Vendor Listing (use additional sheets if necessary)				
	<u>Business Name</u>	<u>Contact Person Name</u>	<u>Contact Phone Number</u>	<u>Contact Email Address</u>
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City of Mobile • Revenue Special Event Tax Bond Form

Know All Men By These Presents, That we _____, as Principal, and _____ as Surety authorized to conduct business in the State of Alabama, are held and firmly bound unto the City of Mobile in the penal sum of _____ Five Thousand (\$5,000 for up to 75 vendors) _____ Ten Thousand (\$10,000 for 76 vendors and over) Dollars, for the payment of which well and truly to be made, we bind ourselves, our heirs, executors or administrators, jointly and severally, firmly by these presents.

Whereas, the said bond Principal has applied for a City of Mobile Special Event license to operate a Special Event known as _____ at the location of _____ Mobile Alabama for a period not to exceed more than fourteen (14) days beginning on the date of _____ 20____.

The said Principal of this bond shall conduct said Special Event in accordance with the law during the term aforesaid, then this obligation be void, otherwise to be and remain in full force and virtue.

Dated this _____ day of _____, _____

Organization Name

(Please type or print clearly)

Signed by

(Principal Sign Here)

(Title)

Surety's Company Name

(Please type or print clearly)

Signed by

(Surety Sign Here)

(Title)

Resident Agent _____

Phone Number _____

Address _____

(SEAL)