# City of Englewood, Colorado
# Special Event License Requirements

1. A $15.00 application fee applies to all vendors participating in a Special Event.

2. The $40.00 event fee is applicable to every person participating in an event.

   a. When 1 organization comes in we created an "umbrella," ie, Cherrelyn Stamp Club, the host pay's all of the application fees and an additional $5 per participating vendor. The host is responsible for collecting all of the sales tax and remitting it at the end of the event to the finance department.

3. A $60.00 sales tax deposit applies to those who do not currently hold a sales tax license in the City of Englewood.

   a. The deposit is waived if the vendor is not making retail sales.
   b. The deposit is refunded after all of the sales taxes collected are remitted and the check has cleared the bank. Usually within 30 days of remittance.
   c. The deposit may be forfeited if the sales tax is not remitted by the due date as established by the Licensing Officer.

4. If an event is taking place with several vendors not associated to an organization, e.g., 4th of July; all fees apply to each individual vendor.

5. City hosted events open primarily to city employees, the fees are waived, other than the application fee.

6. All Food Vendors are required to have a Tri-County Health Certificate prior to participating in an event along with their General Liability Insurance Certificate.