| FOR OFFICE USE ONLY | |
|---|---|
| **License Number** | **Effective/Expiration Dates**<br>**to** |
| **Issuing Clerk** | **Application Fee (4505)**<br>**NON-REFUNDABLE** **$15.00** |
| **Date of Issue** | **License Fee (4500)**<br>**PER EVENT** **$ 40.00** |
| **Property Owner Approval**<br>**IF APPLICABLE** | **Sales Tax Deposit (4502)**<br>**IF APPLICABLE** **$ 60.00** |
| **Code Enforcement Approval**<br>**DATE OF INSPECTION:**<br>**SATISFACTORY?**<br>**IF APPLICABLE** | **Clean-up Fee (4500)**<br>**IF APPLICABLE** **$100.00** |

# CITY OF ENGLEWOOD, COLORADO

Finance and Administrative Services
Revenue and Budget Division
1000 Englewood Parkway
Englewood, CO 80110-2373
Phone: **303-762-2422** Fax: **303-783-6896** E-mail address: **laelliott@englewoodgov.org**

## APPLICATION FOR SPECIAL EVENT LICENSE

**NOTE: Englewood Municipal Code 5-20-4: TERM OF SPECIAL EVENTS LICENSE: The License shall expire upon completion of the event or seven (7) days which ever is shorter. A License shall not be issued for the same Special Event more than three (3) times in a calendar year.**

Applicant's Name**:**_____

Applicant's Business Name:_____

Mailing Address**:**_____
Street City State Zip

Applicant's Phone**:**_____**Email:**_____

Name of Event**:**_____

Event Location(s)**:**_____

Date(s) and Time of Event _____

Goods / Services provided:_____

Does applicant currently hold a sales tax license with the City of Englewood? _____ #_____
(A Sales Tax License is required if business is storing or selling tangible products within City limits.)

Will outside vendors participate? _____ (If so, please attach list of vendors with name, address and telephone number.)

***Attach Copy of a current government issued Driver's License or Identification Card with picture***

***Attach Certificate of Comprehensive General Liability Insurance as required by Englewood Municipal Code 5-20-5(A)***

**Attach copy of authorization from property owner (IF APPLICABLE)**

***Attach Tri-County Health Certificate if you are a Food vendor.***

**Clean-up deposit will be returned upon satisfactory inspection by Code Enforcement. (IF APPLICABLE)**

**Application continued on reverse side**

CITY OF ENGLEWOOD, COLORADO

# APPLICATION FOR SPECIAL EVENT LICENSE

**I CERTIFY §5-1-1 THRU §5-1-9 AND §5-20-1 THRU §5-20-5 WAS GIVEN AND/OR MAILED TO ME AND IT IS MY RESPONSIBILITY TO BECOME FAMILIAR WITH ALL PROVISIONS THEREIN.**

**I submit this application with the understanding and agreement that any license, which may be issued, may be suspended for cause by the City. I understand and will comply with the provisions of the Englewood Municipal Code**.
NONCOMPLIANCE WITH CITY ADOPTED CODES MAY RESULT IN THE CITY PURSUING FORMAL LEGAL ACTION SUCH AS A DISTRAINT WARRANT, A SUMMONS AND COMPLAINT FILED THROUGH THE MUNICIPAL COURT, A TAX LIEN OR LICENSE REVOCATION.

**I affirm, that this application, and all information therein, is true, correct and complete to the best of my knowledge.**

**Signed:**_____**Date:**_____

**PLEASE NOTE: Unless *ALL* information requested, is provided, *NO LICENSE WILL BE ISSUED. All individual Vendors participating in the Special Event must obtain the appropriate City License.***