



Commissioner of the Revenue
Norfolk, Virginia



C. Evans Poston, Jr.
Commissioner of the Revenue

Telephone (757) 664-7890
Fax (757) 441-1286

01/6/15

Festival Participants

Dear Sir or Madam:

The Commissioner of Revenue office would like to take this opportunity to welcome you as a vendor. We look forward to assisting you in processing your application for a Norfolk Special Event Business License in order to make your visit to Norfolk as pleasant as possible.

Please read carefully the following information so that obtaining your license can be handled as quickly and efficiently as possible. **All participants are required to provide proof of a current City of Norfolk Special Event business license.** The license fee to participate in this year's events will be \$50.00.

If your business charges a fee for entertainment and/or amusements, you are required to collect and remit a 10% admissions tax due to the City of Norfolk. This tax is 10% of the price of admission and is a tax on your customer, not your business. A reporting form will be forwarded to you after the event for reporting revenue and remittance of taxes.

If your business sells prepared food, you will be responsible for collecting the City of Norfolk meal tax, which is 6.5%. This tax is on your customers, not your business, but is payable to the city. A reporting form will be forwarded to you after the event for you to report and remit revenue.

All admission and meal taxes are due the 20th of the month after the event.

Your Business License application must be returned to the Commissioner of the Revenue in the envelope provided, along with the \$50 fee. Please submit no later than 10 days prior to the event to ensure the timely processing of your application. All checks should be made payable to the Norfolk City Treasurer.

If you have already purchased a Special Event Business License for the current business year, please complete only the top portion of the application form and return it with your account number included.

Failure to respond could automatically deny you from participation in any further festival activities in Norfolk. If you have any questions, please call this office at (757) 664-7886.

Thank you for your prompt attention in this matter.

Very truly yours,

A handwritten signature in blue ink that reads "C. Evans Poston, Jr.".

Norfolk Commissioner of Revenue

City of Norfolk
Application for Special Event Business License

New Applicant **Renewal – Account #** _____

Applicant Name & Mailing Address

Trade Name & Business Address

Social Security # or Federal ID#: _____

Phone Numbers: Business _____ Emergency _____

Email: _____

Description of business activity:

- | | | | |
|--------------------------|---|----------|------------------|
| <input type="checkbox"/> | Non-food Vendor | \$50.00 | <u>999100</u> |
| <input type="checkbox"/> | Non-food Vendor - games, rides, etc.
10% admissions tax required | \$50.00 | <u>999100</u> |
| <input type="checkbox"/> | Food Vendor – Prepackaged | \$50.00 | <u>999101</u> |
| <input type="checkbox"/> | Food Vendor – On site prepared foods
6.5% meals tax required | \$50.00 | <u>999101</u> |
| <input type="checkbox"/> | Itinerant Merchant or Show Promoter | \$500.00 | <u>999300</u> |
| <input type="checkbox"/> | *Scope Promoter (please call for license fee) | | <u>999300-02</u> |

Event name(s) and date(s) in Norfolk:

1. _____ 2. _____
3. _____ 4. _____

This information is true and correct to the best of my knowledge.

Name (Print) _____ Title _____

Signature _____ Date _____

Please notify this office if any of the above information changes

Phone (757)664-7886 – Fax (757)441-1346

Website: www.norfolk.gov/revenue

ENCLOSE FEE - payable to Norfolk City Treasurer

*****Payment cannot be made online or over the phone*****

Return to: Special Events, Business Revenue, Commissioner of the Revenue,
PO Box 2260, Norfolk, VA 23501-2260