



City Clerk's Office
 11701 Community Center Dr.
 Northglenn, CO 80233
 303.450.8755

Admissions Tax License Application

Application, license fee and deposit are due no later than 5 days prior to the event.

Name of Applicant:		Phone Number:		E-Mail:	
Residence Address:					
(Street)		(City)		(State) (Zip)	
Business Address:					
(Street)		(City)		(State) (Zip)	
Driver License #:			Date of Birth:		
Date of Event:			Number of Performances per Day:		
Type of Event:					
Event Location:			Will Taxable Items Be Sold?		
Seating Capacity:			Number of Tickets Expected to Sell:		
Price of Admission:			City Sales Tax License Number (if applicable):		
SEC. 501(c) ORGANIZATIONS MUST SUBMIT THE FOLLOWING DOCUMENTS WITH THIS APPLICATION TO OBTAIN EXEMPTION FROM DEPOSIT, LICENSE FEE, AND ADMISSIONS TAX:			A. TAX EXEMPT RULING OR DETERMINATION LETTER FROM I.R.S.: <input type="checkbox"/> Yes <input type="checkbox"/> No		
			B. THREE YEAR CLAUSE - PROVIDE PROOF OF DATES OF EXISTENCE: <input type="checkbox"/> Yes <input type="checkbox"/> No		
			C. CORPORATE NON-PROFIT CERTIFICATE FROM SECRETARY OF STATE: <input type="checkbox"/> Yes <input type="checkbox"/> No		
State how proceeds from this event will be used:					
I declare, under penalty of perjury, that this application has been examined by me and statements made herein are made in good faith pursuant to City of Northglenn tax laws and regulations, and, to the best of my knowledge and belief are true, correct and complete.			Applicant Signature:		
			Date:		
Cash Deposit Required: (3% of estimated proceeds X 1 1/2) \$ _____			Actual Sales: \$ _____ *Report due to City Clerk's Office no later than 5 days after the event.		
Admissions License Fee: (\$5.00 per year) \$ 5.00			TOTAL Tax: \$ _____ (3% of actual admission sales)		
TOTAL Amount Due \$ _____			Balance Minus Deposit: \$ _____		