

# TEMPORARY EVENT TEMPORARY BUSINESS LICENSE

## APPLICATION

This application packet is for events being held on private property or on City of Kennewick roadways. (Road Closure Permit may also be required)

If your event will be held on City of Kennewick parks or facility property, review the Special Event & Tournament page on our website for information.

Submittal of an application does not indicate approval.

Approval is not complete until all required departments have reviewed and approved your application.

All applications must be submitted at least fifteen (15) calendar days prior to the date the event is to be held.

Our goal is to process your application as quickly as possible. Please review the guidelines below so that we can assist you in a timely review of your application.

Your application will be routed through multiple departments. You will be notified and a license will be issued once all departments have reviewed and approved the application packet.

### APPLICANT INSTRUCTIONS

- Complete application and return to One-Stop Customer Service at City Hall with required attachments (as noted on application).
- License fees must accompany the application and are non-refundable.
- Please type or print clearly. An incomplete or illegible application will delay the review and approval process.
- You are not authorized to conduct business or hold your event in the City of Kennewick until your application has been approved.

Please contact Customer Service at 509-585-4266 if you have additional questions.



210 W 6th Avenue  
Kennewick, WA 99336  
509.585.4266

[www.Go2Kennewick.com](http://www.Go2Kennewick.com)

## TEMPORARY BUSINESS LICENSE

- \$55 flat fee
- \$5 fee per owner and employee

## TEMPORARY EVENT WITH VENDORS

• TRADE SHOWS, EXPOSITIONS, FAIRS •

- \$15 fee per vendor with maximum fee of \$300\*\*
- **Site plan required by Building/Planning Departments.**

## TEMPORARY EVENT WITH ADMISSIONS

• TRADE SHOWS, EXPOSITIONS, FAIRS •

- \$55 flat fee
- **Site plan required by Building/Planning Departments.**
- **Admission Tax Form (due immediately following event date).**

## OUTDOOR MUSIC ASSEMBLY

- \$150 fee per day
- **Site plan required by Building/Planning Departments.**

## OUTDOOR MUSIC ASSEMBLY

• WITH VENDORS •

- \$150 fee per day
- \$15 fee per vendor with maximum fee of \$300\*\*
- **Site plan required by Building/Planning Departments.**

## OUTDOOR MUSIC ASSEMBLY

• WITH ADMISSIONS TAX •

- \$50 flat fee
- **Site plan required by Building/Planning Departments.**
- **Admission Tax Form (due immediately following event date).**

## OUTDOOR MUSIC ASSEMBLY

• WITH VENDORS & ADMISSIONS TAX •

- \$50 flat fee
- \$15 fee per vendor with maximum fee of \$300\*\*
- **Site plan required by Building/Planning Departments.**
- **Admission Tax Form (due immediately following event date).**

\*\*If vendor has a City of Kennewick business license, this fee does not apply. If more than 20 vendors, max fee auto applied

# TEMPORARY EVENT TEMPORARY BUSINESS LICENSE

## APPLICATION

### APPLICANT INFORMATION

Applicant/Organization Name

UBI#  (Kennewick location code is 0302 for sales tax reporting.)

Mailing Address  City  State  Zip

Primary Contact Person

Phone  Email

### EVENT INFORMATION

Event Name

Event Address

On-Site Contact  Phone

Event Type (check all that apply)

- Temporary Business Licenses     Temp. Event with Vendors     Temp. Event with Admissions  
 Outdoor Music Assembly     Outdoor Music Assembly with Vendors  
 Outdoor Music Assembly with Admission  
 Outdoor Music Assembly with Admission and Vendors

Brief Event Summary

Event Date  DATE through  DATE Hours of Operation

Est. Number of Attendees

Will you have vendors?  YES\*  NO Est. Number of Vendors

\*If yes, see attached Event Vendor List to be submitted with application.

Will you be charging admission to this event?  YES\*  NO

\*If yes, see attached City of Kennewick Tax Return Form. If this is a single or temporary event, a City of Kennewick Tax Return form is due immediately following the event.

Site plan required for review by Building, Fire, Police, and Planning for all Temporary Events.  
See attached site plan map.

**Draw (or attach site plan) to show the following:**

- All streets and driveways.
- Portion of the property to be used by the applicant.
- Portion of property used for parking.
- Location of buildings/structures and their uses.
- Floor plan - exits, stages, seating, etc. (If applicable).
- Letter of approval from property/owner.

Visit [Go2Kennewick.com](http://Go2Kennewick.com) and search "Creating a Site Plan" for assistance in creating a scaled map of your event site.



# EVENT VENDOR LIST

Please list all vendors whether or not a fee is charged for the vendor. Indicate if they have a City of Kennewick Business License for a business operating in Kennewick or if they are a non-profit.

Business Name  Product Sold   
Address  City  State  Zip   
Phone  Email   
UBI/Business License Number

Business Name  Product Sold   
Address  City  State  Zip   
Phone  Email   
UBI/Business License Number

Business Name  Product Sold   
Address  City  State  Zip   
Phone  Email   
UBI/Business License Number

Business Name  Product Sold   
Address  City  State  Zip   
Phone  Email   
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Please list all vendors whether or not a fee is charged for the vendor. Indicate if they have a City of Kennewick Business License for a business operating in Kennewick or if they are non-profit.

Business Name		Product Sold	
Address		City	State Zip
Phone		Email	
UBI/Business License Number			

Business Name		Product Sold	
Address		City	State Zip
Phone		Email	
UBI/Business License Number			

Business Name		Product Sold	
Address		City	State Zip
Phone		Email	
UBI/Business License Number			

Business Name		Product Sold	
Address		City	State Zip
Phone		Email	
UBI/Business License Number			

Business Name		Product Sold	
Address		City	State Zip
Phone		Email	
UBI/Business License Number			

Business Name		Product Sold	
Address		City	State Zip
Phone		Email	
UBI/Business License Number			

Attach additional sheets if necessary.



# ADMISSIONS TAX INFORMATION

## REMITTANCE REQUIREMENTS

Single or temporary events: Due immediately following the final event date.

Continuous events: Bi-monthly, by the 15th of the month following the end of the bi-monthly period.

## DELINQUENT FILING

Failure to file on time shall result in additional fees. Interest shall be assessed at the rate of 1% per month or fraction thereof. If the tax payment is not received within 30 days of the due date, a penalty of 10% of the tax due shall be assessed, in addition to the interest.

## FAILURE TO FILE

The Support Services Director may make a determination of the tax due, based on available information, and assess tax, interest and penalties. In addition, legal action may be taken.

### SAMPLE RETURN

	(a)	(b)	(c)	(d)	(e)	(f)
Type of Admission	Gross Ticket Price	Net Price per Ticket	Admission Tax per Ticket	Number of Tickets Sold	Gross Receipts	Total Tax Due
	(Column a/1.05)		(Column a - b)		(Column a x d)	(Column c x d)
Regular Admissions						
Adult	\$12.00	\$11.43	\$0.57	1,348	\$16,176.00	\$768.36
Student	\$8.00	\$7.62	\$0.38	845	\$6,760.00	\$321.10
Complimentary	\$8.00	\$7.62	\$0.38	25	\$200.00	\$9.50
(Include value of ticket)						
<b>TOTAL</b>				2,218	\$23,136.00	\$1,098.96

If you would like assistance completing this form, please call Customer Service at 585-4266.