



CITY OF ELKO
SPECIAL EVENT VENDOR PERMIT
 1751 COLLEGE AVENUE - ELKO, NEVADA 89801
 PHONE: 775-777-7138 FAX: 775-777-7129
 EMAIL: buslic@ci.elko.nv.us

If you are the organizer/sponsor of an event to be held within the City limits of Elko and the event includes vendors or fees for admission this permit must be completed prior to the event. The sponsor of the event shall include a list of all vendors and will be responsible for the vendors and all associated fees. It is not necessary for every vendor to obtain a business license with the City, however if a vendor has an Elko City Business License for a business physically located in the City, there is no charge for that vendor. There is also no charge for non-profit vendors. The vendor fees are different when the event is on private property and when it is held on public property. If the event is on private property the fee is per vendor, per day. If it is on public property the fee is a flat fee per vendor. The City recognizes that the organizer/sponsor of the event has all control and authority over the decision to allow or refuse participation by any individual vendor.

The sponsor of the event is also responsible for contacting the Nevada Department of Taxation in Reno to ensure compliance with their regulations. Attached are the forms required by the Department of Taxation. The City must receive verification that the sponsor has complied with Taxation. This verification may be provided in writing, via fax, email, or phone from the Department of Taxation. A permit will not be issued until the verification has been received by the City.

The Event Vendor Permit is non-transferable. The City reserves the right to require a police investigation if it appears that the applicant has failed to truthfully provide all information required or that the holding of the proposed special event is in violation of any ordinance or law of the city, state or federal government.

Please complete the application, obtain the required signatures and return it and all required fees to the office location shown above.

Pursuant to Elko City Code Section 4-1-16 and Resolution #1-04, the undersigned hereby applies for an Event Vendor Permit.

Name of Event: _____

Organizer/Sponsor: _____

Location of Event: _____

Date(s) & Time of Event: _____ Total number of days: _____

Fees: Total number of vendors requiring a license: _____ x \$6.00 each per day (private property) Total fee paid: _____

Total number of vendors requiring a license: _____ x \$34.50 each (public property) Total fee paid: _____

****No fee shall be charged to businesses located within the City of Elko with a current business license or for non-profit vendors. List all vendors on the back of this page.**

Under penalties of perjury, the undersigned declares that he/she is the applicant/authorized agent of the applicant in the foregoing application for license and knows the contents thereof; that those items contained in the application are true of his/her own knowledge except as to those matters stated on information and belief and as to such matters he/she believes it to be true.

Signature of Applicant/Agent

Mailing Address & Phone Number

Property Owner Signature

Date

City Clerk/Deputy Clerk

Elko City Fire Department 775-777-7347
911 Idaho St. Elko, NV

Nevada State Health Dept. (for food vendors)
1020 Ruby Vista Dr. Ste 103 775-753-1138

Type of Verification from Nevada Taxation Dept.

EVENT VENDOR LIST

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

NAME	ADDRESS	PRODUCT SOLD	CITY LICENSE #
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1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

Attach additional sheets if necessary.



JIM GIBBONS
Governor
ROBERT R BARENGO
Chair, Nevada Tax Commission
DINO DICIANNO
Executive Director

STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: <http://tax.state.nv.us>
1550 College Parkway, Suite 115
Carson City, Nevada 89706-7937
Phone: (775) 684-2000 Fax: (775) 684-2020

RENO OFFICE
4600 Kietzke Lane
Building L, Suite 235
Reno, Nevada 89502
Phone: (775) 687-9999
Fax: (775) 688-1303

LAS VEGAS OFFICE
Grant Sawyer Office Building, Suite 1300
555 E. Washington Avenue
Las Vegas, Nevada 89101
Phone: (702) 486-2300 Fax: (702) 486-2373

HENDERSON OFFICE
2550 Paseo Verde Parkway, Suite 180
Henderson, Nevada 89074
Phone: (702) 486-2300
Fax: (702) 486-3377

PROMOTER INSTRUCTIONS FOR ONE TIME EVENTS

Nevada Revised Statute 372.025, 372.055, 372.060 and NAC 372.180 are the Department of Taxation's statutory authority to collect Sales and Use taxes at one-time Events.

Nevada Administrative Code (NAC) 372.180 states the promoter or organizer of a one-time event has the responsibility to collect and remit the taxes for their respective events. The promoter or organizer is allowed to issue one-time returns to participants after securing the Department's approval.

1. Provide a list of all vendors to the Department at least 2 weeks prior to the event. Include the following information to identify your event: 10 digit Taxpayer ID # (if already assigned), name of event, dates, and location. Also provide the following information for each vendor: vendor's name, address, and phone number. You can mail your vendor list to 4600 Kietzke Ln , Ste L235 Reno, NV 89502, or email to renoontimes@tax.state.nv.us.
2. At the beginning of the event, provide each vendor with a "One Time Sales Tax Return". This return is a three part form on one 8x10 page.
3. At the end of the event, each vendor must remit the sales tax collected and their "One Time Sales Tax Return" to the promoter. All three sections of the return should be filled out. The Seller's Copy (bottom) is to remain with the vendor. The Promoter's Copy (middle) is retained by the promoter. The Department Copy (top) must be mailed back to the Department with the sales tax collected.
4. The sales tax collected is due back to the Department within 10 business days after the conclusion of the event.
5. If a vendor has an existing sales tax permit, have them clearly indicate that number on all three copies of the One Time Sales Tax Return. They may remit payment of taxes collected at the event on their "regular" Sales & Use Tax Return.
6. Please do not send cash through the mail. If a vendor gives you cash, please convert it to check or money order made payable to: Nevada Department of Taxation.
7. We do not accept two-party checks. If a check or money order is made payable to the promoter, another check will need to be written (either by the promoter or the vendor) and made payable to: Nevada Department of Taxation.
8. For future events, be sure to contact the Department of Taxation at least 30 days in advance.

Any questions or problems please contact the local office at (775) 687-9999 or email us at renoontimes@tax.state.nv.us.

NEVADA DEPT OF TAXATION

ONE TIME EVENT APPLICATION AND LOG

Permit/License No.

Requested By

Date

ST BT New Revised

Temporary Number (Department use only)

Requested By/Assigned to (Department use only)

ORGANIZATION INFORMATION

Organization Name

Address

Person in Charge

Work Phone

Home Phone

Will this be a reoccurring event? Yes No

If yes, how many times a year?

EVENT INFORMATION

Event Name

Location

Event Dates

Date Returns Issued

Date Returns To Be Returned

Permit Numbers Issued

From # _____ To # _____

_____ = _____ Total Number

_____ # Returned

_____ Reconciled By _____ = _____ Difference

Other Information



NEVADA DEPARTMENT OF TAXATION**ONE TIME SALES TAX RETURN**

Remit Payment to the Address Below:

**4600 Kietzke Ln, Building L, Room 235
Reno, NV 89502**

TID No.:

Number of Returns Issued: _____

To Be Returned By: _____

Name of Event: _____ Event Date(s): _____

Location of Event: _____

Name of Business or Individual: _____ Phone No. () _____

Business Address: _____ EIN / SSN: _____

City, State: _____ Zip: _____

Gross Taxable Sales: _____ Tax Rate: Elko 6.850% Sales Tax Due: _____

Signature: _____ Assigned Space No.: _____

Owner/Partner/Corporate Officer

Pursuant to NRS 372.055 every vendor who makes sales more than twice in a twelve (12) month period must register as a seller in the State of Nevada.

If payment is by check or money order, please make it payable to the Department of Taxation for the full amount of sales tax due. This return must be filed even though no taxable sales were made.

Department CopyTXR-01.04 ONE TIME TAX RETURN
Rev 06-01-09**NEVADA DEPARTMENT OF TAXATION****ONE TIME SALES TAX RETURN**

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Promoter's CopyTXR-01.04 ONE TIME TAX RETURN
Rev 06-01-09**NEVADA DEPARTMENT OF TAXATION****ONE TIME SALES TAX RETURN**

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Seller's CopyTXR-01.04 ONE TIME TAX RETURN
Rev 06-01-09