



# City of Santa Fe

## SPECIAL EVENT LICENSE APPLICATION

P.O. Box 909, Santa Fe, New Mexico 87504-0909

Phone: (505) 955-6551 or (505) 955-6575

**ALL INFORMATION ON THIS FORM TO BE COMPLETED BY APPLICANT**

Applicant's Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Event Location Address: \_\_\_\_\_  
Street City State Zip

Applicant's Mailing Address: \_\_\_\_\_  
Street City State Zip

Artist/Artisan  Food  Merchandise  Special Event Sponsor

Event Name: \_\_\_\_\_ Dates: \_\_\_\_\_

**CRS GROSS RECEIPTS TAX NUMBER IS REQUIRED TO CONDUCT BUSINESS IN THE CITY OF SANTA FE.**

**IF YOU DO NOT HAVE A CRS GROSS RECEIPT TAX I.D. NUMBER, PLEASE CONTACT THE STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT AT: (505) 827-0951 OR THE CITY OF SANTA FE AT: (505) 955-6551.**

Prior City License  Yes  No, If Yes, enter License Number: \_\_\_\_\_

\*CRS I.D.# \_\_\_\_\_

**VEHICLE VENDOR'S INTENDING TO SELL FOOD & BEVERAGES MUST ATTACH A COPY OF YOUR STATE OF NEW MEXICO ENVIRONMENT DEPARTMENT PERMIT, TO OPERATE.**

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\* The gross receipts tax is a tax imposed by the State of New Mexico on persons engaged in business in New Mexico for the privilege of doing business.

### FOR OFFICE USE ONLY

Receipt #: \_\_\_\_\_ Amount: \_\_\_\_\_

License #: \_\_\_\_\_ Date: \_\_\_\_\_