

SPECIAL EVENT BUSINESS LICENSE APPLICATION



Phone # (928)204-7185
Fax # (928)282-7207
Email: Businesslicense@sedonaAZ.gov

CITY OF SEDONA
Finance Department
102 Roadrunner Drive, BLDG 106
Sedona, AZ 86336

Each Special Event Business License is valid for 7 (seven) consecutive days.

**** Use this form if your business is not physically located in Sedona, AZ. This form is for use by those businesses who need a Temporary (seven days from date of issue) Business License or are participating as vendors/presenters for a special event held in Sedona. All other businesses must contact the City for further direction on licensing. To obtain a State of Arizona TPT License number, go to: www.aztaxes.gov to register and apply for your license. If you would like a paper copy of the application, the City of Sedona can provide you with one.****

NAME OF EVENT: _____ DATE OF EVENT: _____
Organizer Name: _____
LOCATION OF EVENT: _____ Organizer Phone: _____

****PLEASE PRINT INFORMATION AND COMPLETE ALL SECTIONS**** Your license may require you to submit proof of certification and/or permit (if event organizer) with your payment. Application for a business license shall be accompanied by the non-refundable business license fee.

Section I: BUSINESS INFORMATION

Form of Ownership (Check One): Sole Prop Corp LLC Partnership Professional Assoc Other _____

State Transaction Privilege Tax Account No.:

Legal Business Name: _____ Trade Name/DBA: _____

Mailing Address: _____
(Street) (City) (State) (Zip) (County)

Physical Address: _____
(Street) (City) (State) (Zip) (County)

Telephone: _____ Email: _____
(Business)

Section II: Business Owner/Contact Information

Owner's Name: _____ Cell Phone #: _____

FEIN/SOCIAL SECURITY # _____

Type of Business you are conducting: (i.e. selling pottery, food vendor)

******Please complete an Affidavit Demonstrating Lawful Presence******

Section III: LICENSE FEE DUE **\$7.00**

Make check payable to: City of Sedona * Do not staple checks to form* (Incomplete forms will be returned and/or not processed)

Section IV: SWORN STATEMENT

Initial next to the below statements, confirming that you have read and understand the below information.

_____ I HEREBY SWEAR UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND ISSUANCE OF LICENSE DOES NOT PERMIT BUSINESS OPERATION UNLESS BUSINESS IS PROPERLY ZONED AND/OR IN COMPLIANCE WITH ALL APPLICABLE LAWS/RULES.

Business Owner's Signature: _____ Date: _____ Phone: _____

Returned Check Disclaimer: Effective November 15, 2013, each returned item received by the City of Sedona due to insufficient funds will be electronically represented to the presenter's bank no more than two times in an effort to obtain payment. The City of Sedona is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see full returned check policy as per the City Fee Schedule-Conciliated Fee Schedule.



CITY OF SEDONA, ARIZONA
AFFIDAVIT DEMONSTRATING LAWFUL PRESENCE IN THE UNITED STATES

ARS §1-502 requires that any person who applies to the City for a local public benefit (defined as a grant, contract, loan, professional license, or commercial license) must demonstrate through the presentation of one of the following documents that he/she is lawfully present in the United States.

LAWFUL PRESENCE IN THE UNITED STATES CAN BE DEMONSTRATED BY PRESENTATION OF ONE (1) OF THE DOCUMENTS LISTED BELOW.

Please place a check mark next to the applicable document and present the document to the City employee. If mailing the document, attach a copy of the document to this Affidavit. (If the document says on its face that it may not be copied or you know for reasons of confidentiality that it cannot be copied, you will need to present the document in person to the City for review and signing of the affidavit.)

- 1. A valid driver license issued after 1996
2. A valid non-operating identification License
3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States
4. A United States Certificate of Birth abroad
5. A United States passport
6. A foreign passport with a United States Visa
7. An I-94 form with a photograph
8. A United States Citizenship and Immigration Services Employment Authorization Document (EAD)
9. Refugee travel document
10. A United States Certificate of Naturalization
11. A United States Certificate of Citizenship
12. A tribal Certificate of Indian Blood
13. A tribal or Bureau of Indian Affairs Affidavit of Birth

In accordance with the requirements of State Law, I do swear or affirm under penalty of perjury that I am lawfully present in the United States and that the document I presented to establish this presence is true.

Signature

Business/Company

Print Name

Business Address

Date:

City, State, Zip Code