



CITY OF OAKLAND
 Citywide Liens Tax Compliance Section
 150 Frank H. Ogawa Plaza Suite 5342
 Oakland, CA 94612-2033
 PHONE: (510) 238-7254
 (510) 238-6757
 FAX: (510) 238-6092

SPECIAL EVENT PERMIT APPLICATION

The Special Event Permit is available to qualifying out-of-town / non-Oakland based vendors & merchants only.

Payment Due On or Before Special Event Start Date

Please type or print all information clearly

BUSINESS NAME: _____

BUSINESS ADDRESS: _____
NUMBER STREET SUITE

CITY: _____ STATE: _____ ZIP+: _____

BUSINESS TELEPHONE: _____ CONTACT TELEPHONE: _____

OWNER NAME: _____

CONTACT NAME: _____

EVENT: _____ EVENT: _____ EVENT: _____

DATE(S): _____ DATE(S): _____ DATE(S): _____

EVENT PROMOTER: _____ EVENT PROMOTER: _____ EVENT PROMOTER: _____

CA STATE SELLER'S PERMIT # _____ SOCIAL SECURITY# OR
 FED TAX ID# _____

****Special Event Permit FEE \$60.00**

PAYMENT ENCLOSED (Enter Amount of Payment) \$ _____

___ ENCLOSE YOUR CHECK / MONEY ORDER PAYABLE TO: **City of Oakland**

OR

___ CREDIT CARD INFORMATION:

___ Visa Expiration Date: ___/___/___
 ___ MasterCard Validation Code _____
 ___ Discover Amount Charged to Credit Card: \$ _____

Credit Card #: _____

Authorized Signature: _____

I declare under penalty and perjury that to my knowledge all information contained on this declaration is true and complete.

SIGNED: _____ TITLE _____ DATE: _____



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A short-term special event is defined as an event that lasts no more than three days.

Vendors who wish to participate in short-term events (maximum of 3 days per event) must submit, to the Citywide Liens Tax Compliance Section, a Special Event Permit Application along with a \$60.00 payment. Qualifying vendors will receive a Special Event Permit, which includes the following information:

- Business Name / Participating Merchant or Vendor
- Event (s) in which vendor is participating
- Start date and ending date of the event(s)

The Special Event Certificate will allow a vendor to participate in **three (3) short-term events within the same calendar year**. After the third event, the vendor has the option to re-apply and submit another \$60.00 Special Event Permit Fee for each additional short-term event thereafter, or register with the Business Tax Section and obtain a business tax certificate. Securing a business tax certificate will enable a vendor to participate in unlimited special / short term events within a calendar year. The cost of the Business Tax Certificate for out of town vendors will be based upon the gross receipts of Oakland sales and/or services.

The Special Event Permits are available to out-of-town vendors and merchants only.

Out of town Promoters / Sponsors are not eligible for a special event permit. They must report their annual gross receipts and pay for a Business Tax Certificate.

NOTE: All Oakland – based vendors, merchants, and businesses must register with the Business Tax Section and pay for a Business Tax Certificate.

For additional information, please contact the Citywide Liens Tax Compliance Section (510) 238-7254.

(Revised 1-2016)