

VESTAVIA HILLS SPECIAL EVENT APPLICATION



City of Vestavia Hills
Finance Department
1032 Montgomery Hwy
Vestavia Hills, AL 35216
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This form is intended as a standard mechanism for vendors to initiate contact with The City of Vestavia Hills concerning obtaining Special Event approval within the municipal jurisdiction. **A business license is required prior to engaging in business within the City of Vestavia Hills.**

SUPPLEMENTAL FORMS ARE REQUIRED TO APPLY FOR A SPECIAL EVENT VENDOR BUSINESS LICENSE.

Form of Ownership or Business Structure *(Attach either a Certificate of Incorporation/Formation, State Identification, or US Passport):*

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Limited Liability Company (LLC)

Applicant / Entity Legal Name: _____

Trade Name (d/b/a): _____

Federal ID/SSN *(Attach IRS Form W-9)*: _____ NAICS CODE: _____

City of Vestavia Hills Taxpayer Account No. (if applicable): _____

State of AL Tax ID No. (if applicable): _____

Mailing Address: _____ City, State, Zip: _____

Phone Number: _____ Email Address: _____

SECTION 2: SPECIAL EVENT INFORMATION

Name of Event: _____

Organization Sponsoring Event: _____

Address of Event: _____

Date(s) of Event: _____ # of vendors expected: _____

Will you have any existing local Vestavia Hill businesses or operating as vendors? ☐ Yes ☐ No

Will any vendors be food vendors? ☐ Yes ☐ No

Will any vendors be retail vendors? ☐ Yes ☐ No

Will sales tax need to be collected by vendors? ☐ Yes ☐ No

Will you be paying for the vendor business licenses? ☐ Yes ☐ No

SECTION 3: AUTHORIZED SIGNATURE

The form must be signed by the owner, officer, member, or other duly authorized person.

Date

Printed Name

Signature

Title

*This application has been examined by me and is, to the best of my knowledge, a true and complete representation of the above-named entity, and person listed. **The application must be signed by the owner, partner, or corporate officer (DocuSign signature accepted).** Applications will not be accepted without the required documentation. Upon receipt of the completed form and required documents, the person named on this form will be contacted regarding other specific requirements or additional information needed to complete the application process. The completion and submission of this form does not guarantee the approval or subsequent issuance of a license to conduct business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing. Upon approval of application, you will be notified of the license fee due. If the application is disapproved, you will be notified of decision and appropriate appeal rights.*

CONFIDENTIAL INFORMATION