210 W 6th Avenue * PO Box 6108 * Kennewick, WA 99336-0108
Phone (509) 585-4268 * Fax (509) 585-4442
www.go2kennewick.com

******Submittal of an application does not indicate approval. Approval is not complete until All required departments have reviewed and approved your application.***

Temporary Business & Special Event Business License Packet

All Applications must be submitted at least fifteen (15) days prior to the date the event is to be held.

Our goal is to process your application as quickly as possible. Please review the guidelines below so that we can assist you in expediting the review of your business license application.

Your application will require the approval of the Planning, Building, Public Works, Police, and Fire Departments. As soon as all the necessary approvals are completed, you will be notified and a license will be issued.

Application Instructions

- Complete application and return with required attachments (as noted on application).
- License fees must accompany the application and are **non-refundable**.
- Please type or print plainly. Be sure the application is completed and signed. An incomplete license application will delay the review and approval process.
- You are not authorized to conduct business in the City of Kennewick until your application has been approved.

Please contact Customer Service at 585-4266 if you have any additional questions.

FEE SCHEDULE

Temporary Business License

- $55.00 flat fee
- $5.00 per owner and employee

Special Event with Vendors (Trade Shows, Expositions, and Fairs)

- $15.00 per Vendor with maximum of $300.00. If vendor has a City of Kennewick Business license, the vendor fee does not apply.
- **Site plan required by Building/Planning Departments.**

Special Event with Admissions (Trade Shows, Expositions, and Fairs)

- $55.00 flat fee
- Admissions Tax Form. Admissions Tax form is due immediately following the event date.
- **Site plan required by Building/Planning Departments.**

Outdoor Music Assembly

- $150.00 per day

Outdoor Music Assembly with Vendors

- $150.00 per day
- $15.00 per vendor with maximum of $300.00
- **Site plan required by Building/Planning Departments.**

Outdoor Music Assembly with Admissions Tax

- $50.00 flat fee
- Admissions Tax Form. Admissions Tax form due immediately following the event date.
- **Site plan required by Building/Planning Departments.**

Outdoor Music Assembly with Vendors & Admissions Tax

- $50.00 flat fee
- $15.00 per Vendor with maximum of $300.00
- Admissions Tax Form. Admissions Tax from is due immediately following the event date.
- **Site plan required by Building/Planning Departments.**

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Temporary Business License & Special Event Application

Applicant Information

Applicant/Organization Name_____

UBI #_____ ***Kennewick location code is 0302 for sales tax reporting.**

Address_____**City**_____**St**____**Zip**_____

Mailing address_____**City**_____**St**____**Zip**_____

Phone_____**Email**_____

Contact Person_____**DOB**_____

Mailing Address_____**City**_____**St**____**Zip**_____

Phone_____**Email**_____

Event Information

Event Name_____

Activity Type_____

Event Location/Address_____

Event Date(s)_____ **Hours of Operation**_____

Estimated number of attendees: _____

Will you have Vendors? ☐ **Yes** ☐ **No** **Est #**_____

- **If yes, see attached Event Vendor List, to be submitted with application.**

Will you be charging admission to this event ? ☐ **Yes** ☐ **No**

- **If yes, see attached City of Kennewick Tax Return Form. If this is a single or temporary event a City of Kennewick Tax Return form is due immediately following the event date.**

Site plan required for review by Building, Fire, and Planning on all Special Events. See attached site plan map.

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 #
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.

City of Kennewick
210 W 6th Ave /PO Box 6108
Kennewick, WA 99336
Ph: 509-585-1250 Fax: 509-585-4383
www.go2kennewick.com

Map of Event Site

Draw to show the following:

- All streets and driveways.
- Portion of the property to be used by the applicant.
- Portion of property used for parking.
- Location of buildings/structures and their uses.
- Floor Plan - exits, stages, seating etc (if applicable)

ADMISSIONS TAX

REMITTANCE REQUIREMENTS

Single or temporary events: Due immediately following the final event date.

Continuous events: Bi-monthly, by the 15th of the month following the end of the bi-monthly period.

DELINQUENT FILING

Failure to file on time shall result in additional fees. Interest shall be assessed at the rate of 1% per month or fraction thereof. If the tax payment is not received within 30 days of the due date, a penalty of 10% of the tax due shall be assessed, in addition to the interest.

FAILURE TO FILE

The Support Services Director may make a determination of the tax due, based on available information, and assess tax, interest and penalties. In addition, legal action may be taken.

SAMPLE RETURN

	(a)	(b)	(c)	(d)	(e)	(f)
Type of Admission	Gross Ticket Price	Net Price per Ticket	Admission Tax per Ticket	Number of Tickets Sold	Gross Receipts	Total Tax Due
		(Column a/1.05)	(Column a - b)		(Column a x d)	(Column c x d)
Regular Admissions						
Adult	$12.00	$11.43	$0.57	1,348	$16,176.00	$768.36
Student	$8.00	$7.62	$0.38	845	$6,760.00	$321.10
Complimentary	$8.00	$7.62	$0.38	25	$200.00	$9.50
(Include value of ticket)						
TOTAL				2,218	$23,136.00	$1,098.96

If you would like assistance completing this form, please call Customer Service at 585-4266.

CITY OF KENNEWICK
ADMISSIONS TAX RETURN

Date: _____

Name/Organization	Mailing Address
Form of Entertainment	Reporting Period From: To:
Location of Event	Tickets Sold During Reporting Period: _____ Beginning # Ending #
Tax on Admissions of eleven cents or more; one cent ($.01) on each twenty cents ($.20) or fraction thereof. ENTER EACH ITEM SEPARATELY	Send check payable to: CITY OF KENNEWICK PO BOX 6108 KENNEWICK, WA 99336-0108

Type of Admission	(a) Gross Ticket Price	(b) Net Price per Ticket (Column a/1.05)	(c) Admission Tax per Ticket (Column a−b)	(d) Number of Tickets Sold	(e) Gross Receipts (Column a x d)	(f) Total Tax Due (Column c x d)
Regular Admissions						
Complimentary						
(Include value of ticket)						
TOTAL						

SEE REMITTANCE REQUIREMENTS ON REVERSE SIDE

FOR CITY USE ONLY	I hereby certify that the above statement is a true and complete record of the transactions reported.
	Organization Name
	Prepared by
	Title