

### SPECIAL EVENT/TEMP USE DATA

The following information must be supplied to the City of Pueblo in order to be authorized to hold the event.

Name of the Event: \_\_\_\_\_ Date (s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Promoter Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternative #: \_\_\_\_\_ Email: \_\_\_\_\_

Will Promoter be responsible for collecting tax:  Y  N If no, # of returns to provide: \_\_\_\_\_

Will returns be picked up:  Y  N If yes, date to pick up: \_\_\_\_\_ Emailed: \_\_\_\_\_

\*\*\*Will there be vendors:  Y  N

(Please attach a vendor list)

Will there be an auction:  Y  N  Silent:  Live

(Please attach a list of the auction items)

Will tickets be sold:  Y  N What is included with the purchase of a ticket: \_\_\_\_\_  
(Please attach an example of the ticket. If no ticket is available, please provide a flier or online ticket sale information).

Sign: \_\_\_\_\_ Date \_\_\_\_\_

I affirm that the above information is true and accurate.

I agree to furnish a list of vendors and to assist the Sales Tax Department in ensuring all taxes are collected.

#### PLEASE KEEP FOR YOUR RECORDS:

**Required** Special Event information to be submitted to City of Pueblo:

\*\*\*Vendor list in an Excel format to be emailed to [salestax@pueblo.us](mailto:salestax@pueblo.us) to include the following: name, address, phone number, email and description of sales. Alternate formats will be accepted if Excel is not available.

Provide updates to the list up to the event and after the event if necessary.

You can also visit our website at [www.pueblo.us](http://www.pueblo.us) click on "Your Government" then on "Sales Tax" there you will find tax guides, forms, ordinances, etc. Additional returns can be found on the home page entitled "Special Event Return". Ensure the name, location and dates are on the return.

Vendors need to file under the name associated with the list provided to assure remittance is accurately reflected. Failure to remit sales tax as required can result in further collection efforts to include summons to Municipal Court. Please share this information with all vendors.

Please contact the Sales Tax Division at 719-553-2659 if you have questions or need information.