



# Commissioner of the Revenue



City Hall  
Virginia Beach, VA 23456-9002

Philip J. Kellam  
Commissioner

VBgov.com/cor

## COMMUNITY EVENT APPLICATION (This section must be completed by all applicants and returned to our office prior to the event)

EVENT DATE \_\_\_\_\_, 20\_\_\_\_  SSN  FEDERAL ID (THIS IS A REQUIRED FIELD) \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

INDICATE APPLICANT TYPE:  INDIVIDUAL  PARTNERSHIP  CORPORATION  LLC  NONPROFIT

EVENT NAME \_\_\_\_\_

EVENT ADDRESS (PHYSICAL LOCATION): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E – MAIL ADDRESS \_\_\_\_\_

Please answer the following questions as accurately as possible:

1. Have you ever had a special event in the City of Virginia Beach? If so explain: \_\_\_\_\_  
\_\_\_\_\_
2. Will the event have an admission charge?  YES  NO.
3. Is the sponsor of the event seeking an exemption from the admissions tax?  YES  NO.
4. If you are applying for admission exemption, please fill out the area on the back designated as list of 501(c) 3 organization that will receive the net proceeds. (All gross receipts or net proceeds must go to an 501(c) 3 organization)
5. Is your organization registered with the VA Dept. of Agriculture & Consumer Services?  YES  NO.
6. Will the event have food vendors?  YES  NO.
7. Anticipated number of vendor (food and retail)? \_\_\_\_\_
8. Please provide a list of all vendors using the back of this application
9. Will the event have amusement rides?  YES  NO.

