



Business and Tax License Special Event Vendor Information

Thank you for holding this event within our town limits. The Revenue Division would like to inform you of your responsibilities involved with this event. The Town of Castle Rock is a separate taxing jurisdiction from the State of Colorado and Douglas County.

A. Licensing Requirements

The organizer/event promoter of any fair, show or exhibition of arts, crafts or similar handiwork, or the sponsor of any special event shall obtain a business and tax license at least thirty (30) days prior to the event.

Vendors participating in a special event ARE NOT REQUIRED to have a business license as they are covered under the special event.

1. *If a vendor already holds a license with the Town of Castle Rock, they may remit the sales tax collected from the event through their license rather than the event organizer.*
2. *ALL Castle Rock based vendors MUST obtain a business license with the Town.*
3. *See section E regarding Mobile Food Vendors*

B. Before the Event

No less than fourteen (14) days prior to the event, the organizer/event promoter shall remit a vendor list to the Revenue division. The vendor list should include all of the following information:

- Business Name
- Business Address
- Contact Name
- Contact Phone
- Contact Email
- Castle Rock Business License Number (if applicable)

If there are changes to the vendor list, the changes must be reported to the Sales Tax Division no later than 48 hours after the event begins.

Please note, the Town of Castle Rock reviews the vendor list for compliance. During review, we have the authority to prohibit non-compliant vendors from participating in the event. If a non-compliant vendor attends the event, their items will be susceptible to distraint by the Town.

C. Collection of Sales Tax – During the Event

Vendor worksheets must be provided to each vendor by the organizer/event promoter prior to the event commencing.

Vendors need to be collecting 7.9% sales tax on all items sold

- 4.0% Town of Castle Rock
- 2.9% State of Colorado (remitted to State)
- 1.0% Douglas County (remitted to State)

All vendors are required to turn in a completed vendor worksheet regardless if zero sales are conducted.

D. Conclusion of the Event

- Organizer/event promoter is responsible for collecting the completed vendor worksheets from ALL vendors
- Organizer/event promoter is responsible for collecting all payments due to the Town of Castle Rock
- Checks must be made payable to the Town of Castle Rock
- No vendor should leave the event premises without properly submitting the completed vendor worksheet and sales tax payment.
- All vendor worksheets and sales tax payments collected by the promoter/event organizer are due to the Town of Castle Rock within fourteen (14) calendar days after the conclusion of the event.

E. Mobile Food Vendors

ALL Mobile Food Vendors (MFV) are required to hold their own business and tax license. They are not able to fall under the organizer/event promoter's license.

ALL MFV's are required to obtain an inspection by the Castle Rock Fire Department **PRIOR** to operating at the event.

Any questions regarding the inspection process should go to CRFD at 303-660-1066

The above information is a summary in laymen's terms of the relevant Town of Castle Rock Municipal Code (5.05.040) for this topic, industry, or business segment. It is not intended for legal purposes to be substituted for the full text of the Town of Castle Rock sales tax ordinance and applicable rules and regulations. This guide does not constitute a city tax policy.

Any questions, please contact:

Town of Castle Rock Revenue Division

Address:
100 N. Wilcox St
Castle Rock, CO 80104

Website: www.crgov.com/tax
Email: khelm@crgov.com
Phone: 303-660-1015



VENDOR SALES TAX WORKSHEET

must be given to promoter/organizer at the end of the event

Event Name: _____ Date of Event: _____

Event Location: _____

Vendor Name: _____

Business Permanent Address: _____

Phone: _____ Email: _____

Town of Castle Rock Business and Tax License Number: _____

All Castle Rock based businesses MUST obtain their own license prior to attending the event

- I have a business and tax license with the Town of Castle Rock and will be filing my own sales tax according to the filing frequency on my account.
- No sales made at this event. A zero amount due on the return is still required to be filed.

Calculation of Tax Due

1. Taxable Sales	\$ _____	
2. Multiply by Town Tax Rate		x 4 %
3. Town Tax Due =	\$ _____	*

**This is the amount to be remitted to the Town along with this form. Please make check payable to the "Town of Castle Rock".*

***The remaining 3.9% is remitted to the State of Colorado*

This form and payment are due to the event promoter/organizer before leaving the premises.

I hereby certify under penalty of perjury that the statements made herein and attached hereto are true, accurate and complete to the best of my knowledge and belief.

Signature

Printed Name

Date

Any questions, please contact:

Address:
100 N. Wilcox St
Castle Rock, CO 80104

Website: www.crgov.com/tax
Email: khelm@crgov.com
Phone: 303-660-1015



Special Event Individual Vendor Information

Dear Vendor,

This notice is intended to inform individual vendors of the sales tax collection requirements for the Town of Castle Rock. Please refer to the State for information concerning remittance of State collected sales taxes.

The organizer/event promoter of each special event in Castle Rock is required to license with the Town and is the collection point for all vendor remittance of Castle Rock tax. On the final day of the event, vendors report sales and tax information to the organizer on the Vendor Sales Tax Worksheet. Vendors will then make payment for Castle Rock sales tax due directly to the organizer/event promoter. The organizer/event promoter will submit to the Town both the Vendor Sales Tax Worksheet and payment in full for all Castle Rock sales taxes collected and due as a result of event sales.

The total sales tax rate in Castle Rock is 7.9%, broken down as follows:

- 4.0% Town of Castle Rock
- 2.9% State of Colorado (remitted to State)
- 1.0% Douglas County (remitted to State)

Report the 4% sales tax on the Town of Castle Rock Vendor Sales Tax Worksheet and give this worksheet and the tax due to the organizer/event promoter at the end of the event.

Please note: A vendor list is provided to the Town for compliance review prior to the event. If you are found to be non-compliant for any reason, you will not be allowed to participate in the event. If a non-compliant vendor attends the event, their items will be susceptible to distraint by the Town.

If you have any questions regarding the licensing for the event, please contact Kellie Helm at (303)660-1015 or khelm@crgov.com

If you have any questions regarding sales tax for the event, please contact towntax@crgov.com

Thank you and best wishes for your success! If you have any questions, please contact:

Address:
100 N. Wilcox St
Castle Rock, CO 80104

Website: www.crgov.com/tax
Email: khelm@crgov.com
Phone: 303-660-1015

