



CITY OF SANTA FE

2023 SPECIAL EVENT LICENSE APPLICATION

P.O. Box 909, Santa Fe, New Mexico 87504-0909

Phone: (505) 955-6551 or (505) 955-6575

ALL INFORMATION ON THIS FORM TO BE COMPLETED BY APPLICANT

Applicant's Name: _____ Business Name: _____

Event Location Address: _____

Address City State Zip

Applicant's Mailing Address: _____

Address City State Zip

Number of Tents: _____ Number of Canopies: _____ Size of canopies: _____

Artist/Artisan Food Merchandise Special Event Sponsor

Event Name: _____ Date(s): _____

CRS GROSS RECEIPTS TAX NUMBER IS REQUIRED TO CONDUCT BUSINESS IN THE CITY OF SANTA FE

IF YOU DO NOT HAVE A CRS GROSS RECEIPT TAX I.D. NUMBER PLEASE CONTACT THE STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT AT: (505) 827-0951 OR THE CITY OF SANTA FE AT (505) 955-6551.

ALL EVENTS MUST UNDERGO A FIRE INSPECTION. In the event that you must schedule your fire inspection after normal business hours or over the weekend there is an additional fee of \$ 128.00 per hour.

Prior City License: YES NO. If yes enter License Number: _____

*CRS I.D. # _____

VEHICLE VENDOR'S INTENDING TO SELL FOOD & BEVERAGES MUST ATTACH A COPY OF YOUR STATE OF NEW MEXICO ENVIRONMENT DEPARTMENT PERMIT TO OPERATE.

Email Address: _____

Phone #: _____ Date: _____

Printed Name: _____ Signature: _____

*The gross receipts is a tax imposed by the State Of New Mexico on persons engaged in business In New Mexico for the privilege of doing business.

FOR OFFICE USE ONLY	
Receipt# _____	Amount: _____
License # _____	Date: _____