Finance Department; Tax and License Division

Circus/Carnival/Menagerie License Instructions and Application Checklist

1) The Circus, Carnival, and Menagerie license application must be completely filled out and signed, including: i) business entity name, ii) legal name, home address, and birth date of all owners, officers, members, and managers, and iii) must list the location and date(s) of the proposed licensed event. The application will be routed to Risk Management for assessment, Sales Tax for research on business license status and tax remittance history, Boulder Police for company history research, and Building Services and Boulder Fire for application comment.

2) A certificate of insurance naming the City of Boulder as an additional insured and listing worker's compensation coverage and minimum limits of $150,000 for any one person and $600,000 for any one accident, with a public property damage insurance minimum of $100,000 for any one accident.

3) A sales tax deposit in the amount of $500 (cash or certified funds only) must be submitted. For questions, contact Sales Tax at 303-441-3050.

4) If mechanical rides or attractions are a part of the business, then the applicant must submit a letter certifying that no operator is under the age of 18 years old.

5) A fee of $395.00/day must accompany the completed application.

6) The applicant must provide proof of applying for/obtaining a city business sales and use tax license.

7) An application must be received at least 30 days prior to the event.

8) License must be posted at the approved location for the event duration.

For more information please call 303-441-4192 or email: licensing@bouldercolorado.gov .

CITY OF BOULDER
CIRCUS, CARNIVAL OR MENAGERIE LICENSE APPLICATION

Please make checks payable to: CITY OF BOULDER
Return completed application, fee and supporting documents to: TAX & LICENSE DIVISION
1777 Broadway, P.O. Box 791, Boulder, CO 80306.
You must apply at least 30 days prior to circus/carnival and you cannot begin business in Boulder until you have your circus/carnival license and city sales tax license issued. NO LATE APPLICATIONS WILL BE ACCEPTED.
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2013 FEE: $395.00 Per Day

Please check one: [ ] CIRCUS [ ] CARNIVAL [ ] MENAGERIE

Business Applicant: _____ Phone: _____

Address: _____
(Include Street, PO Box, City, State & Zip)

Trade Name: _____ Phone: _____

Business Address: _____
(Include Street, PO Box, City, State & Zip)

Business owned by: [ ] Individual [ ] Partnership [ ] Corporation [ ] LLC

<u>If an individual or partnership, provide the following information</u>:

_____
Name Home Address (City-State-Zip) Date of Birth

_____
Name Home Address (City-State-Zip) Date of Birth

_____
Name Home Address (City-State-Zip) Date of Birth

(IF NECESSARY, SUPPLY ADDITIONAL INFORMATION ON A SEPARATE PAGE AND ATTACH)

If LLC or corporation, provide the following information:

President/Manager: _____

Name Home Address (City-State-Zip) Date of Birth

Vice-Pres/ Member: _____

Name Home Address (City-State-Zip) Date of Birth

Secretary/ Member: _____

Name Home Address (City-State-Zip) Date of Birth

Treasurer/ Member: _____

Name Home Address (City-State-Zip) Date of Birth

Location of Event(s): _____

(Business Name – Address – Phone Number)

Date of Event(s) _____

Insurance Information: The applicant must file a certificate of insurance naming the City of Boulder as an additional insured and evidencing the existence of valid and effective policies of workers compensation, public liability insurance with minimum limits of $150,000.00 for any one person and $600,000.00 for any one accident and public property damage insurance with a minimum limit of $100,000.00 for any one accident.

Mechanical Rides or Attractions: If these are to be used as part of the business, then the applicant must submit a letter certifying that no operator is under the age of 18 years old.

Have you applied for a City of Boulder Sales and Use Tax for Business License? [ ] Yes [ ] No

If you answered "yes," when did you file your Business license application? _____

(month-year)

Have you included your $500 sales tax deposit or provided it directly to Sales Tax? [ ] Yes [ ] No

If you answered "no" please contact the Sales Tax staff at: 303-441-3050. Please note that a circus/carnival license will not be issued until proof of applying for and/or receiving a city sales tax for business license is provided.

OATH OF APPLICANT

I hereby certify under penalty of perjury in the second degree, that the above statements and all attachments are true and correct to the best of my knowledge.

_____

Signature of Applicant Print Name, Title & Date

FOR OFFICE USE ONLY

Risk Management Recommendation: [ ] Approve [ ] Deny
Date Sent: _____

Remarks: _____

Name: _____ Date: _____

Sales Tax Department Recommendation: [ ] Approve [ ] Deny
Date Sent: _____

Remarks: _____

Name: _____ Date: _____

Police Department Recommendation: [ ] Approve [ ] Deny
Date Sent: _____

Remarks: _____

Name: _____ Date: _____

Inspection Services Department Recommendation: [ ] Approve [ ] Deny
Date Sent: _____

Remarks: _____

Name: _____ Date: _____

Fire Department Recommendation: [ ] Approve [ ] Deny
Date Sent: _____

Remarks: _____

Name: _____ Date: _____