



Instructions for Completing Draper Days Single Event Business License Application

- Complete the Draper Days single event application. All information requested must be furnished where indicated on the application or attached to the application. Be sure to include a **detailed** description of the business you will be conducting in your booth on that day.
- Draper Days' temporary sales tax numbers will be issued by the State Tax Commission to the Draper Days Committee before the event. You will need to obtain your sales tax number from the chairman of the booth committee.
- All applications for single event business licenses must be received two (2) weeks prior to the event for processing. You must apply for a booth with the Draper Days Committee before a single event business license can be issued.**
- Please note that **all food vendors** must apply for permits with the Salt Lake Valley Health Department and meet all their requirements prior to obtaining a single event business license for Draper Days. Verification of this permit will be required from each food vendor when they submit their single event license application.
- Please bring application, any attachments and your check to the Community Development Department, Business License Division at the Draper City Offices, 1020 E Pioneer Road.

Please submit your application to Draper City two weeks prior to your event to allow time to process your request.

If you have any other questions with regard to the single event license application, please call Vivien Pearson, Draper City Business License Official at (801)576-6530.

For licensing information contact:
Vivien Pearson
Draper City Business License Official
(801) 576-6530

Account No: 1001



\$20 Application Fee

Draper Days
VENDOR SPECIAL/ SINGLE EVENT BUSINESS LICENSE APPLICATION
(801) 576-6530

Vendor/Business Name: _____ Telephone: _____

Event Location: _____ Draper UT 84020

Vendor/Business Mailing Address: _____ City: _____ State _____ Zip: _____

Vendor/Business Owner: _____ Telephone: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Vendor/Owner's e-mail address: _____

Temporary Sales Tax # (To be supplied by Draper Days Committee)

- I have applied for a Draper Days vendor booth with the Draper Days Committee
- I have not applied for a Draper Days vendor booth with the Draper Days Committee.

NOTE: All food vendors must have a license from the Board of Health. Food vendors are solely responsible to meet all Board of Health requirements and pass their inspection.

Detailed description of Business: _____

I hereby consent that authorized representatives of Draper City, including any Draper City law enforcement agency, will have unrestricted right to enter the premises during the event.

I hereby certify this application and all attached documents and information are signed and submitted by me as an authorized agent of the applicant and I am authorized to act on behalf of the association, corporation, church or political organization conducting the single event.

I hereby agree to conduct my Special Event in accordance with any and all applicable ordinances and statutes.

Date: _____
Signature of Business Owner or Agent by written authorization (Please attach authorization)

The application you are submitting may become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in *Utah Code Ann* § 63-3-302.5, please inform the city employee accepting this information. Draper City does not currently share your private, controlled or protected information with any other person or government entity.