



REQUEST FOR SPECIAL EVENTS LICENSE

BUSINESS INFORMATION

Application Date _____

Name of Business _____ Phone Number _____

dba (if applicable) _____ Email Address _____

Mailing Address _____ City _____ State ____ Zip _____

Contact Name _____ Description of Business _____

Federal Tax ID # or Social Security # _____ Drivers License/State ID # _____

Location of Special Event _____ Date(s) of Special Event _____

**Is this application for a caterer/food truck or any establishment that will be selling prepared foods and beverages?
YES or NO**

If yes, you will also need to complete a Hospitality Tax Registration Form. Please make sure to charge the 2% Hospitality Tax and remit to the City of Orangeburg by the 20th of the following month.

SPECIAL EVENTS LICENSE TAX

- Arts & Crafts Vendors Only (Applications must be the creators of the art or craft which is to be sold)..... \$25
- Concessions (Vendors that sell food and beverages).....\$25
- Retail, games, petting zoo, & any non-handmade items \$25

It is understood that the undersigned does, hereby, request a City of Orangeburg Special Events License to be issued pursuant to the City of Orangeburg Business License Ordinance.

I certify that the information given on this application is true. I also certify, under penalty of perjury, that I have obtained all certifications, license, permits or other required documentation to conduct this business within the limits of the City of Orangeburg.

Owner/Authorized Representative Signature _____

Printed Name and Title _____ **Date** _____

PLEASE RETURN THIS COMPLETED APPLICATION AND LICENSE TAX TO:
CITY OF ORANGEBURG – PO BOX 387 – ORANGEBURG, SC 29116-0387
Send questions to buslic@orangeburg.sc.us or call 803-539-3750