

**City of Sedalia Special Event Organization License Application**  
**(Not Food Truck Related)**

**SECTION 1 – Event Information**

- 1) Name of event: \_\_\_\_\_
- 2) Name used to register for event: \_\_\_\_\_  
(List business name. If registered under personal name, please print name here)
- 3) Owner's Name, if different from above: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- 3) Location of Event: \_\_\_\_\_
- 4) Date(s) of Event: \_\_\_\_\_
- 5) Time of Event: \_\_\_\_\_
- 6) Are you a non-profit charitable, religious, fraternal, civic, or educational institution? \_\_\_\_ Yes \_\_\_\_ No  
**If you answered "yes",** please provide a copy of your institution's tax-exempt certificate along with this completed application and event fee of \$25.  
**If you answered "no",** please submit this completed application and event fee of \$25.

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**SECTION 2 – Vendor Information**

Please note – As an organization hosting an event within the City of Sedalia, please make sure your vendors have completed the yearly City of Sedalia Special Event/Mobile Vendor License application. Nonprofit charitable, religious, fraternal, civic, and education institutions should provide a tax-exempt certificate. For-profit organizations should provide:

1. A valid retail sales license issued by the state director of revenue as required by RSMo 144.083 and a statement from the state director of revenue of no taxes due\*
2. A valid Federal Employer Identification\*
3. Paid all real property and personal property taxes
4. Agree to obey all applicable local, state, and federal laws

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit application to: City of Sedalia  
Finance Department  
200 S. Osage Ave.  
Sedalia, MO 65301

\*Completion of the City of Sedalia Special Event/Mobile Vendor License Application may signify exemptions for items #1 and #2.

**For Office Use Only** License Number: \_\_\_\_\_ Date Processed: \_\_\_\_\_