

Group Event Permit Instruction

******For a tax-exempt promoter, producer or sponsor the group event permit is a permit to cover the vendors, exhibitors and not a license for the tax-exempt promoter, producer, or sponsor. A tax-exempt promoter, producer or sponsor purchases the group event permit on behalf of the vendors. ******

1. Businesses must fill out a "Group Event Permit Application" and pay appropriate fees. (Fees are at the end of instructions.)
2. Businesses are subject to all ordinances of the City of Greenville, including, but not limited to, the sections of the ordinance below.

Sec. 8-80. - Group event permit for shows and entertainment events.

Transient merchants (exhibitors) participating in a group event including, but not limited to, booth sales and flea markets, may obtain a group event permit (in lieu of an individual transient merchant license) from the city's revenue division by filing an application specifying the sponsoring organization or person, the dates and location where the event is to be held, the purpose of the event, and the names of the participants. Fees for a group event business permit shall be as set forth in appendix "B" A of this code.

(1) **Shows.** For purposes of this section, a show (exhibition) is a group participation event in which exhibitors display in individual booths, stalls, or any other specific division of an exhibition area, for the purpose of presenting to an audience goods, wares, merchandise, or services offered for sale, rent or promotional purposes or for the general good will of the exhibitors. Shows generally are of two types: trade shows and public shows.

a. Trade shows. For purposes of this section, the term "trade show" means an exhibition or show:

1. To which the public generally is not invited.
2. Where those participating as exhibitors or observers generally have a common business or other interest.
3. Where registration of exhibitors and observers is structured, and admission is restricted; and
4. Where on-floor sales are not the primary purpose.

Neither the producer, promoter, or sponsor of, nor an exhibitor or participant in a trade show is required to acquire any city business permit.

b. Public shows. For purposes of this section, the term "public show" means any type of consumer-oriented show (exhibition) to which the public is invited and

admitted, with or without charge, and at which exhibitors present goods, wares, merchandise, or services for sale, rent or promotional purposes.

1. The producer, promoter or sponsor of a public show shall acquire a city business permit prior to the opening of the show. The permit shall be for a period not to exceed seven consecutive days. The fee for the permit shall be fixed from time to time by the city council and is set forth in the fee schedule in appendix A to this code.

2. To obtain such a permit for such a public show, the producer, promoter, or sponsor shall make application to the revenue administrator at least ten days prior to the scheduled event, naming the producer, promoter, or sponsor, specifying the dates and location of the event, specifying the purpose of the event, and listing the exhibitors or participants, and shall pay the required fee. Not later than five days after the close of the show, the producer, promoter, or sponsor shall adjust the payment based on estimates to cover a permit based on actual revenue received or number of exhibitors, whichever requires the greater payment.

3. The exhibitors in any such public show shall not be required to acquire a city business permit if the producer, promoter, or sponsor has obtained a permit for the show. In case the producer, promoter or sponsor does not acquire a city business permit for the show before the opening of the show, each exhibitor in the show shall acquire a transient merchant's city business permit for the show.

2. **Entertainment events.** For purposes of this section, an entertainment event includes any performance by an individual actor or performer or a cast or group of performers on a day certain, or within any seven consecutive calendar days, to which the public is invited and admitted upon payment of a charge for admission, and which is designed and produced for the entertainment or enlightenment of those attending. Examples of entertainment events are an athletic game or match, a circus, a concert, a dance, a lecture, a play, and a rodeo.
- a. The producer, promoter or sponsor of an entertainment event shall acquire a city business permit for the event. The permit shall be for a period not to exceed seven consecutive days. The fee for the permit shall be fixed from time to time by the city council and is set forth in the fee schedule in appendix A to this code.
 - b. To obtain such a permit for such an entertainment event, the producer, promoter, or sponsor shall make application to the revenue administrator at least ten days prior to the scheduled event, naming the producer, promoter, or sponsor, specifying the dates and location of the event, specifying the purpose of

the event, and listing the principal actors, conductors, or performers, and shall pay the required fee. No later than five days after the close of the event, the producer, promoter, or sponsor shall adjust the payment based on estimates to cover a permit based on actual revenue produced by the event.

- c. Charitable, educational, and religious and other eleemosynary organizations exempt from federal income taxes under Internal Revenue Code section 501(c) are exempt from the requirement that a city business permit be obtained for any entertainment event produced, promoted, or sponsored by such organization. In lieu of the city business license such organization will be required to submit a city Charitable Organization application to include an administrative fee attributed to said application. This does not eliminate the requirement that the organization complete, submit and pay all fees due for a group event, entertainment, or special event permit.
- d. An annual business permit may be issued for entertainment events at one facility based upon annual gross revenues.

Group Event Permit for Public Show

The permit shall be for a period not to exceed seven (7) consecutive days and the fee for the permit shall be:

Estimated gross revenues from space rentals/ticket sales up to \$10,000 or up to 25 exhibitors, whichever is greater.	\$100.00
Estimated additional revenue of each \$10,000 or portion thereof up to \$150,000 or each additional 25 exhibitors or portion thereof up to 250 exhibitors, whichever is greater.	\$ 35.00
Estimated gross revenue over \$150,000 or over 250 exhibitors, whichever is greater.	\$500.00

Group Event Permit for Entertainment Event.

The permit shall be for a period not to exceed seven (7) consecutive days and the fee for the permit shall be:

Estimated gross revenue from space rentals or ticket sales up to \$10,000.	\$100.00
Estimated additional revenue - each additional \$50,000.	\$150.00
Estimated gross revenue \$150,000 and up.	\$500.00



Office Use Only: Group Event Expires on: _____
License # _____ Entered By: _____

Group Event Permit Application

Name of Event

Name of Sponsor, Promoter, or Producers

Phone

Address

City

State

Zip

Email

Tax ID or Social Security

Date of Event

Address of Event

Special Purpose of Event

List below ALL participants. (If additional space is needed, attach a list to this application.)

\$ _____ \$ _____

Estimated Gross Receipts Number of Exhibitors Permit Fee

I certify that all statements on this application are true and accurate to the best of my knowledge.

Print Name Signature of Sponsor, Promoter, or Producer Date

NOTE: This application serves as the actual Group Event Permit. However, the permit is only valid upon full completion of the application.

Credit Card (Optional)	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	<input type="checkbox"/> Amex	CREDIT CARD SERVICE FEE 2.65%	\$ +	
By signing this form, I acknowledge that I will be charged a 2.65% Service Fee in addition to my total license tax						Total Tax Due	\$
Credit Card # (Optional):				Exp. Date:		CV Code	