



FREDERICK COUNTY, VIRGINIA  
COMMISSIONER OF THE REVENUE

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Business Division [amber.lucht@fcva.us](mailto:amber.lucht@fcva.us) Fax: 540.667.6487

Account No.: \_\_\_\_\_  
Lic. Effective Dates: \_\_\_\_\_

**APPLICATION FOR BUSINESS LICENSE  
FOR SPONSOR of EVENT/SHOW/FESTIVAL**

- Please read the relevant provisions of the Frederick County Code including but not limited to Chapter 155 (Business License and Taxation) and Chapter 86 (Festivals).
- Sponsor is the person, group, business, or organization sponsoring, organizing, promoting, hosting, or otherwise being responsible for the event/show/festival.
- Sponsor license fee is \$100 per event/show/festival. Payment can be made by check payable to the "Frederick County Treasurer" and included with this application or the application can be emailed to [amber.lucht@fcva.us](mailto:amber.lucht@fcva.us) and an email will be sent when the account is available for online payment.
- If the Sponsor has been granted a recognition of exemption from federal taxation (e.g., under section 501(c)(3)) by the IRS, please attach a copy of the document evidencing such IRS exemption recognition to this Application.
- The issuance of this License does not relieve the licensee of the obligation to comply with all applicable State, local, and County requirements/regulations and to maintain in full force and effect all other applicable licenses and permits, e.g., County Administration (festival permit), Health (sanitation requirements), Alcoholic Beverage Control (alcohol permit), and Fire & Rescue (fire protection plan).

**EVENT INFORMATION**

<b>Event Title/Name:</b>		<b>Event Date(s):</b>	
<b>Event Location:</b>			

**SPONSOR (APPLICANT) INFORMATION**

<b>Sponsor (Applicant) Name:</b>															
<b>Trading As/Fictitious Name (if applicable):</b>															
<b>Business Entity &amp; Names/Titles:</b> • Officers (Pres., V.P., Sec., Treas.) • Directors • Partners • Members	<b>Check one:</b> <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership <input type="checkbox"/> Other (specify): _____														
	Name	Title	Name	Title	Name	Title	Name	Title							
	_____	_____	_____	_____	_____	_____	_____	_____							
	Name	Title	Name	Title	Name	Title	Name	Title							
<b>Mailing Address:</b>															
<b>Physical Address:</b>															
<b>Business Phone:</b>				<b>Fax:</b>											
<b>Contact Person:</b>				<b>Contact Phone:</b>											
<b>Email Address:</b>															
<b>Federal EIN / SSN:</b>															
<b>VA Sales Tax No.:</b>				<b>OR VA Sales Tax Exemption No.:</b>											

**VENDOR (PARTICIPANT) INFORMATION**

Please see page 2 to provide information regarding each participating vendor.

**CERTIFICATION**

This application with signature confirms that Applicant has complied with all the requirements of the Frederick County Code. If the Applicant is a business entity such as a trust, partnership, limited liability company, or corporation, it must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. **It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11)**

*I, the undersigned, do swear or affirm under penalty of perjury that (1) the information herein is true, complete, and correct to the best of my knowledge and belief, (2) I understand the limits of this License, and (3) I am the business owner or a member, partner, executive officer, or other person specifically authorized by the business in writing to sign on its behalf.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title or Capacity for Signing

\_\_\_\_\_  
Date

[continues on page 2]

**VENDOR (PARTICIPANT) INFORMATION [provide list below or attach your own listing]**

**\*§155-98(D) of Frederick County Code states:** A nonprofit organization is not required to obtain a license under this section nor is any person or organization participating in an event, not to exceed ten consecutive days in length, conducted by a nonprofit organization, when the purpose of such event is in furtherance of the nonprofit nature of such organization, required to obtain a license under this section.

Vendor (Business) Name	Vendor Federal Tax ID No.	Vendor Address	Vendor Phone	Vendor Email	Vendor Contact Person	Is this Vendor required to obtain a Business License?*(Check One)
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
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						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

**[Use additional page(s) if needed]**

- Check one:**
- Sponsor will forward the Application for Vendor License and other applicable information to the above-listed vendors.
  - Sponsor requests that the Commissioner of the Revenue forward the Application for Vendor License and other applicable information to the above-listed vendors.