



SPECIAL EVENT ORGANIZER PROCEDURE

(City & County of Broomfield tax only, for locations other than FlatIrons)

The City & County of Broomfield will use the following procedures for collection of sales tax from Special Events:

- *Each Special Event Organizer must have a Retail Sales Tax License with the *City & County of Broomfield*.
- *The Organizer must notify the Broomfield Sales Tax Administration of the date, location, and time of their event, 30 days before the event day.
- *Each vendor will register with the Special Event Organizer; NOT with the *City and County of Broomfield* Tax Division. The organizer must prepare a list of vendor names, addresses, and phone numbers, to be delivered to Sales Tax Administration before the event.
- *Organizer must visit the Sales Tax Administration, 1 week prior to the event, to receive:
 - (1) Copy of the Organizer Event License, to post at the event
 - (2) Vendor Remittance Returns; for each vendor to report sales, and remit sales tax.
 - (3) Organizer Remittance Envelope; for transmittal of the vendor envelopes to Sales Tax Administration.
 - (4) Special Event Procedure Letters, with a tax calculation chart for each vendor.
- *At the end of the Special Event, each vendor will return a completed Vendor Remittance Sales Tax Return to the organizer, and include the sales tax due. (Check payable to *City and County of Broomfield*, or Cash)
- *Within 5 working days after the event, the organizer must deliver the Organizer Remittance Envelope, containing all the vendor returns, along with a list of vendor names, addresses, and phone numbers, to the Broomfield Sales Tax Administration Office. If the special event vendor opts to mail the special event sales tax return, he must mail it with 10 days of the event. If a vendor has a monthly, or quarterly, or annual Broomfield Sales Tax License, the vendor may remit special event sales tax due on his regular Broomfield sales tax return.

*The Sales Tax Rate for the City & County of Broomfield is **8.25%** (.0825). It is broken down as follows:

State of Colorado:	2.9%	(.029)	Remitted to the <i>State of Colorado</i>
RTD:	1.2%	(.012)	Remitted to the <i>State of Colorado</i>
Broomfield (City and County)	<u>4.15%</u>	(.0415)	Remitted to the <i>City & County of Broomfield</i>
Total Rate:	8.25%		

(Formula for calculating the sales tax is for the *City & County of Broomfield* on the sales tax return:

Gross Sales X .0415 = sales tax due in envelope)
(FlatIrons events have an additional .2% special district tax)

For State of Colorado sales tax procedure: please call: 303-238-7378
State of Colorado tax (2.9%) and RTD tax (1.2%)
Website: www.taxcolorado.com