

# Admissions Tax Event Notification



**TAXES & LICENSES**  
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Spokane Municipal Code Chapter 8.03 requires owners of the facility, lessees of said facility, or other persons responsible for presenting an event subject to admissions tax where the event is held to notify the City of Spokane of contact information, including name, address, and telephone for the party receiving payment. Such information must be received no later than 5 business days before the event.

## Event Information

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Event Facility Name \_\_\_\_\_

Facility Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ 2<sup>nd</sup> Contact Phone \_\_\_\_\_

Web Address \_\_\_\_\_

## Price of Admissions

Admissions Prior to Event	Admissions at Door	Admissions Other

## Party Collecting Admissions

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Form Completed by \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_