



CITY OF NEWPORT BEACH

REVENUE DIVISION

100 CIVIC CENTER DR • P.O. BOX 1768

NEWPORT BEACH, CA 92658-8915

(949) 644-3141 • bllicense@newportbeachca.gov

<http://www.newportbeachca.gov/Revenue>

SPECIAL EVENT TEMPORARY BUSINESS LICENSE TAX APPLICATION

OFFICE USE ONLY

BUSINESS NUMBER

LICENSE NUMBER

The event organizer and all businesses affiliated with a permitted Special Event in the City of Newport Beach are required to pay a Special Events Temporary Business License Tax.

The event organizer shall provide Revenue Division with a roster listing each vendor, exhibitor or other event service provider involved in its Special Event as part of its Special Events Permit Application. The event organizer shall collect the Special Events Temporary License tax from each vendor, exhibitor or other event service provider and remit the payments to the City prior to the event date. Should the organizer or participant in the event already hold a valid Newport Beach Business License Tax Certificate, the organizer is not required to collect or submit a tax payment for that particular participant. However, that participant must still be listed on the roster.

If the event organizer fails to provide the roster, each individual vendor, exhibitor or other event service provider may be required to pay the full amount of the apportioned business license tax rate.

Please complete the Special Events Temporary Business License roster and submit with the tax payment. If you require more information, please call 949-644-3141.

PLEASE PRINT CLEARLY IN **BLACK INK or use fillable form**. ILLEGIBLE APPLICATIONS WILL BE RETURNED.

1. Event Name _____
Maximum 30 characters

2. Location Address _____

3. Event Organizer Phone # _____ 4. Email Address _____

5. Event Organizer Mailing Address _____
City, State, Zip: _____

6. Web Site Address _____

7. Event Start Date in Newport Beach _____ 8. End Date in Newport Beach _____

9. Type of Event _____

10. Event Organizer Contact Person _____

11. Total number of vendors, exhibitors or event service providers _____ X \$29.00* = \$ _____
Make checks payable to City of Newport Beach. These rates are valid from July 1, 2025, through June 30, 2026.

12. State Mandate Fee * \$ 4.00

13. TOTAL BALANCE DUE: \$ _____

I hereby certify under penalty of perjury that I am authorized to make this statement and the information provided on this application is true and correct. I also certify that I have read and understood this application.

Applicant's Signature

Date

Applicant's Name (Printed)

Title

* AB 1379 adds a mandated state fee of \$4 on any applicant for a business license or renewal to comply with federal and state disability laws. Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architects at www.dgs.ca.gov/dsa

The Department of Rehabilitation at www.dor.ca.gov/

The California commission on Disability Access at www.dgs.ca.gov/ccda

GENDER DISCRIMINATION NOTIFICATION-AB 1607

California Civil Code §51.6 prohibits businesses from engaging in gender-based discrimination. A full notice of the business's legal obligations is available in English and other languages at <https://www.dca.ca.gov/publications/> or by request from our office.

**City of Newport Beach
Special Events Temporary Business License Roster**

Event: _____
Date of Event: _____
Event Location: _____

Event Organizer Name: _____
Event Organizer Phone #: _____
Event Organizer Email: _____

List all vendors, exhibitors, service providers, and trades affiliated with the Special Event. (Bands, DJ's, Coordinators, Photographers, Caterers, Security, Cleaning Crews, Party Rental, Bounce Houses, etc.) Please refer to back side for all vendors. Please use additional sheets if necessary.

Service Providers	Business Name	Contact Name	Email	Phone Number (incl. area code)	NB Business License #
Announcer					
Alcohol/Bartenders					
Bleachers					
Bounce House					
Caterers					
Contractors					
Coordinators					
Drones					
Entertainers/Performers					
Equipment Rental					
Fireworks					
Generator/Electrical					
Janitorial/Waste Disposal					
Mobile Ice Services					
Party Rentals					
Photographers					
Portable Toilets					
Security					
Stages					
Tents/Canopies					

