



Business License Division
1339 Main Street (1st Floor) Columbia, SC 29201 • Phone: 803-545-3345
P.O. Box 147 Columbia, SC 29217

Vendor Questionnaire

Required for all vendors of Group Event Permits

If you have a City of Columbia Business License, please fill out questions 1-3 and return to the promoter. If you do not have a City of Columbia Business License, please fill out the entire form.

- 1. Vendor Business Name
2. City of Columbia License Number
3. Has there been any changes to your business? If yes, please contact our office.

For Vendors who do not have a City of Columbia Business License:

- 4. Physical Location of Business
5. Mailing Address (if different)
6. Type of Vendor (what are you selling)
7. Estimated Gross for this event \$
8. Owner's Full Name
9. Phone Number
10. Email Address
11. Commissary Kitchen Name and Address (if Food Vendor)

I understand that under the umbrella of the promoter's Group Event Permit, that I can participate in only one event per year. Any additional events in the City of Columbia will require a business license for my business.

I understand that if I am selling any prepared food and/or beverages, that I must collect, report and remit City of Columbia Hospitality tax (2% gross revenue) to the City of Columbia.

I understand that I am paying an estimated Hospitality Tax up front and will report my actual gross to the city by the 20th of the month following this event. If there is a balance due the city, I will be invoiced for the additional tax.

I understand the ordinance (2003-017, 1, 4-23-03) regarding Hospitality Tax and the penalties for nonpayment

Signature Date

Estimated Hospitality Tax Levels: less than \$1000 gross- \$20.00
\$1001-\$3000 gross-\$60 ; \$3001-\$5000 gross-\$100

QUESTIONS AND ONLINE PAYMENT OPTIONS: https://businesslicensing.columbiasc.gov/