

**BOSSIER CITY-PARISH**  
**Sales and Use Tax Division**  
**P.O. Box 5337**  
**Bossier City, Louisiana 71171-5337**  
**Phone (318) 741-8551**  
**Fax (318) 741-8997**  
[www.bossiercity.org](http://www.bossiercity.org)

**BOSSIER CIVIC CENTER EVENT TAX STATUS DETERMINATION FORM**

**PART 1: TO BE COMPLETED BY CIVIC CENTER BOOKING MANAGER**

Current Date \_\_\_\_\_ Date of Event \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Name of Representative \_\_\_\_\_ Phone # \_\_\_\_\_

**PART 2: TO BE COMPLETED BY THE CLIENT**

A temporary Occupational License and/or Sales Tax bond may be necessary in order to comply with City ordinances. Please contact a representative with the Bossier City-Parish Sales & Use Tax Division, #318-741-8552, at least 2 WEEKS prior to your event to discuss the follow:

	YES	NO
1. Louisiana Exemption from collection of sales tax certificate (COPY NEEDED FOR RECORDS)	___	___
2. Tickets sold for entertainment/athletic event	___	___
3. Admission fee will be charged	___	___
4. Novelty/Consumer items will be sold (T-shirts, Tapes, Crafts, etc.)	___	___
5. Food concession stand will be operated	___	___
6. Food will be catered	___	___
If yes, Name of Caterer _____		
7. Proceeds of tickets/admissions/sales will benefit _____		

8. Occupational license obtained/needed? \_\_\_\_\_

9. For retail sales events, a listing of each vendor/booth's name, address, and phone # is required.

Tax Official \_\_\_\_\_ Date of Contact \_\_\_\_\_

Please complete and return to the Bossier Civic Center at the above address.

## **Occupational License and Tax**

### **(A) License**

**All promoters/clients/users of Bossier City Civic Center who sell goods or services and/or take sales orders or whose activity is an entertainment event conducted for profit are required to possess an Occupational License and pay an Occupational Tax. The Director of Finance will establish written procedures governing Occupational License and Tax issue and collection Procedures. An Occupational License for an event is valid for dates listed in the contract not to exceed seven (7) consecutive days. (Events are normally one to three consecutive days duration.) Clients/users who contract for three or more events in a calendar year may apply for an annual Occupational License. Occupational licenses valid for a year will be listed in an addendum to applicable contracts. The Promoter/User's Occupational License covers all individual vendors participating in an event.**

### **(B) Tax**

**The Promoter/Users single event Occupational License Tax is a flat rate of \$100. The Occupational License Tax for an annual license is a flat rate of \$250 per calendar year or remaining portion thereof. Promoters/Users are not authorized to collect an occupancy Tax per se from individual vendors.**

### **(C) Sales Tax**

**(1) General: All vendors who sell or take sales orders during an event in Bossier Civic Center are normally required to collect and remit City, Parish and State Sales Tax. Guidance herein is applicable to collection of Sales Tax at Consumer Shows held in the Bossier Civic Center where vendors are selling or taking sales orders. Event promoters are required to post a Sales Tax Bond and participate in Collection of Sales Tax.**

**(2) Sales Tax Bond: The promoter or persons functioning as a promoter, of a consumer show or a similar event where products or services are sold, and/or sales orders taken, must post City Sales Tax Bond. The amount of the bond is \$200. The Tax Bond will be refunded if the Promoter insures all vendors collect and turn in complete, accurate sales tax revenues. Failure of even one vendor to submit City Sales Tax monies will result in forfeiture of the entire bond amount. The Director of Finance will be the decision authority if questions arise concerning forfeiture of sales tax bond.**

**(3) Sales tax Collections: Promoters, or person(s) functioning as promoters, must provide the City Tax Collector a completed listing of vendors participating in the show. This listing will include vendors name, business name if different, complete home or business address, and business phone. The Director of Finance, through the City Tax Collector's representative, will provide Promoters with instructions for collection and remitting City Sales Tax monies.**