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**IMPORTANT INFORMATION FOR VENDORS  
RENTING CITY OF FOLEY PARKS, SPACES OR FACILITIES/or  
VENDORS AT FESTIVALS**

Vendors who rent any park, space or facility from the City of Foley, as well as, vendors who are part of Festivals are required to obtain a business license and pay tax relevant to the business activity being conducted. If an event holder plans to sell beer, wine or alcohol – you must first apply for a Special Events license from the ABC Board (251)947-2971 and obtain prior approval from Mayor and Council at a regularly scheduled Council Meeting. You may contact the City Clerk’s office to be placed on the agenda at (251)943-1545.

In addition to the City of Foley business license, a State/County business license IS required. This license is obtained at the Baldwin County Courthouse. Licenses may be purchased at any of the satellite courthouse offices (Foley, Fairhope, Robertsedale or Bay Minette). Further information on this license may be obtained by calling 251-943-5061.

Sales tax must be collected and remitted on all retail sales and admission/tickets to the event (***if admission is charged to enter event***). The sales tax rate in the corporate city limits of Foley is 10%. The breakdown is as follows: State of Alabama – 4%; Baldwin County – 3%; City of Foley – 3%. You will be able to remit to all three jurisdictions (State, County and City) through the State’s website. The City of Foley’s locality/jurisdiction code is: 9492. This code will be used when you are remitting your tax through the “My Alabama Tax” or “MAT” website. Please complete a sales tax application and we will issue a new Sales Tax customer number. You will need this number if you plan to remit tax online. If not, you may remit the Festival Sales Tax Form in this packet.

If you do not yet have a State of Alabama Taxpayer ID number, you may register online at: [www.revenue.alabama.gov](http://www.revenue.alabama.gov). This is also the website used to access “My Alabama Taxes”. You may call the Mobile Taxpayers Service Center at 251-344-4737 for further information on sales tax remittance.

Information for Vendors at Festivals for Baldwin County Sales Tax and Business License: <https://baldwincountyal.gov/departments/sales-use-tax-license-inspection/downloads-forms>

If you need any additional information, or if I may be of any assistance, I hope that you will not hesitate to contact me. I can be reached by phone at 251-943-1545 or e-mail at [JLSMITH@cityoffoley.org](mailto:JLSMITH@cityoffoley.org). You may also contact Anita Allen at [AALLEN@cityoffoley.org](mailto:AALLEN@cityoffoley.org) or Nicole Blackwell at [NBLACKWELL@cityoffoley.org](mailto:NBLACKWELL@cityoffoley.org) . Thank you for your participation in the success of Foley’s special events.