



City of Santa Cruz
**Calculation of
Admission Tax**

A tax on the price of admission or registration for events at the Police Department Community Room must be paid at the conclusion of the activity (see [City Ordinance 3.36](#)). The cost of this fee is 5% of net receipts for all entrance fees regardless of organizational type (including non-profits). This form is provided as a convenience by the Santa Cruz Police Department to assist you in calculating and submitting the payment of the tax to the City of Santa Cruz.

Company Name: _____ Date: _____

Contact Name: _____

Phone Number: (____) _____: _____ Email Address _____

Event Date	Tickets Sold	Total \$ Amount Received
	Gross Receipt Sales	
	- Refunded Admissions	
	<i>Subtotal</i>	
	x 5% Admission Tax =	
	10% 15% Penalty =	
	Accumulated Interest	
	<i>Months</i>	

Remittance of the *Admission Tax* is due within 10 days of the event. If payment is made after 10 days but before 30 days, a 10% penalty is applied. If payment is made after 30 days from the event, an additional penalty of 15% is applied. Interest is applied to the ending balance each additional month, at a rate of 1.5% per month, after the first 2 months of not receiving payment.

Please make checks payable to the “City of Santa Cruz” for the amount due as calculated above and include a copy of this form. These should be mailed to:

**Santa Cruz Police Department
155 Center Street
Santa Cruz CA 95060**