

**Pam Adams**  
Parke County Auditor  
116 West High Street, Room 104  
Rockville, IN 47872  
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January 25, 2016

Dear Property Owner / Promoter:

The license fee for the 2016 Parke County Special Events License (TML) remains \$100.00 per permit with a \$20.00 processing fee if applicable.

The \$20.00 processing fee for applicant(s) who do not pay property taxes and/or reside in Parke County will remain in effect. In order to be exempt from the \$20.00 processing fee applicants must either present a copy of their property tax bill or write their parcel number on their application. Vendors with handmade items are **not** exempt from the processing fee unless they reside in Parke County or pay Parke County property taxes.

Veterans who reside in **INDIANA** and served during wartime are exempt from the license & processing fees. To claim this exemption, Veterans must provide a copy of their DD-214 to receive the exemption.

A penalty of \$50.00 will be assessed on any application received or postmarked after September 30th, 2016. Indiana Veterans are **not** exempt from the late penalty. **PLEASE INFORM YOUR FIRST TIME VENDORS OF THIS.**

**We will not be mailing any TML applications after September 30, 2016. Vendors will need to come to our booths at Mansfield & Bridgeton (see dates below) or come to Room 104 at the Courthouse in Rockville to fill out an application to be issued a TML.**

**TML cards for application(s) received after September 30, 2016 will be held for pick-up. Vendors must come to our booths at Mansfield or Bridgeton on Thursday, October 13<sup>th</sup>; or Friday, October 14<sup>th</sup> from 8:00 a.m. until 3:00 p.m. and on Saturday, October 15<sup>th</sup> from 8:00 a.m. until 12:00 noon. All others will need to go to the Auditor's Office at the Courthouse in Rockville between the hours of 8:00 a.m. and 4:00 p.m. Wednesday the 7<sup>th</sup> through Friday the 9<sup>th</sup> and 8:00 a.m. until 1:00 p.m. on Saturday the 10<sup>th</sup> to pick up their TML.**

**TML CARD MUST BE DISPLAYED IN BOOTH DURING BUSINESS HOURS.**

As in the past, there will not be a fee assessed for any festival or event except the Parke County Covered Bridge Festival. TML's are required to be displayed at any/all events within this County. The Auditor's office will send a 2016 application to **every vendor who applied for a TML in 2015.** If any property owners/promoters wish to include the TML application with their contract and/or billing notices, please let me know as soon as possible in order to cut down on duplicate mailings. The applications are now printed and in the Auditor's office.

Thank you in advance for your assistance in the success of Parke County Events.

Heather Emery– TML Coordinator  
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