

Pam Adams
Parke County Auditor
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Rockville, IN 47872
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January 4, 2017

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, 2017. 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, 2017 will be held for pick-up. Vendors must come to our booths at Mansfield or Bridgeton on Thursday, October 12th; or Friday, October 13th from 8:00 a.m. until 3:00 p.m. and on Saturday, October 14th 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 11th through Friday the 13th and 8:00 a.m. until 1:00 p.m. on Saturday the 14th 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 2017 application to **every vendor who applied for a TML in 2016.** 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 can be printed off on our website at www.parkecounty-in.gov or picked up in the Auditor's office.

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

Jessica Lancaster– TML Coordinator
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