City of Beverly Hills Police Department



Charitable Solicitations Commission 164 North Rexford Drive	HIL	LS Event Category (Choose One): Monetary Drive	
leverly Hills, CA 90210-4818 olicitationpermits@beverlyhills.org		Event Drive	
Ph. 310.285.2102 Fax 310.246.9854		Permit Start Date:	
	IENT (FS) OF CH	ARITABLE SOLICITATIONS ACTIVITY Permit End Date:	
lame of Organization	Federal EIN/TIN	Address, State and ZIP Code	
activity Location		Date of Event	
ECEIPTS:		INSTRUCTIONS	
Cash Contributions/Donations:	\$	Include all direct contributions/donations received.	
2. Membership Fees:	\$	Include all proceeds received from membership dues, etc.	
3. Proceeds from Sales:	\$	Include proceeds from sales/auctions/boutiques.	
4. Sales of Advertising Space:	\$	Include sales for ad books, tribute books, etc.	
5. Ticket/Admission Sales: Cost per person: Number of People:	\$	Total amount received from ticket/admission sales, meals, etc.	
6. Donor Packages:	\$	Include sales of combination(s) of tables, tickets, advertising, etc.	
7. In-Kind Donations:			
Describe:	\$	Include and describe all in-kind donations that correspond to expenses listed below. Do not include in-kind donations that do not offset expenses. Use a separate sheet if necessary.	
8. Outstanding Pledges:	\$	You must notify the Commission in writing upon the receipt of outstanding pledge:	
9. Other Receipts:	\$	Describe and itemize all amounts received from other sources on a separate sheet	
TOTAL RECEIPTS			
XPENSES:		Enter actual expenses. DO NOT ESTIMATE.	
Advertising/Publicity:	\$	Include all advertising, publicity or marketing expenses.	
2. Decorations/Table Favors/Gift Bags:	\$		
3. Entertainment:	\$	Do not include music or DJ expenses here.	
4. Hotel or Catering Expenses:	\$	Include tax and tips.	
5. Music/DJ:	\$		
6. Photography:	\$	Include both still and video photography.	
7. Postage, Printing & Stationary Supplies:	\$	Include cost of invitations, labels, programs, etc.	
8. Rentals:	\$	Include tables, chairs, or other items rented for the event.	
9. Salaries, Wages & Commissions: To Whom:	. \$	List the name of the individual(s), company, or event planner who received salaries, wages, and/or commission payments as a result of this solicitation only.	
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10. Security:	\$	Include fore poid for absent electron. City shalf at	
11. Fees Paid to the City of Beverly Hills:	\$	Include fees paid for street closures, City staff, etc. Describe and itemize all miscellaneous expenses over \$500 on a separate	
12. Miscellaneous:	\$	sheet.	
TOTAL EXPENSES:	\$		
NET FOR CHARITABLE PURPOSES:	\$	Total receipts minus total expenses.	
ISTRIBUTION OF FUNDS:			
To Whom:		Date Released: Amount: \$	
		OF THE ORGANIZATION AND FILED WITH THE HIN 60 DAYS AFTER PERMIT EXPIRATION DATE	
		an 60 days after the permit expiration date. No original is required.	

I certify (or declare) Under Penalty of Perjury under the laws of the State of California that the foregoing is true and correct								
Print Name of Officer of Organization	Signature of Officer of Organization	Title	Phone Number	Date Signed				