



DEPARTMENT OF FINANCE - BUREAU OF REVENUE COLLECTIONS  
 Hall or Sports Center Registration Form  
 Miscellaneous Tax and Licensing Unit  
 200 Holliday Street – Room 3  
 Baltimore, Maryland 21202

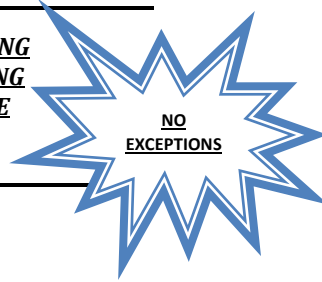
CITY OF BALTIMORE

(410) 361-9690/COBBusinessLicense@baltimorecity.gov

**HALL OR SPORTS CENTER REGISTRATION FORM**

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**\*\*\*IT IS IMPERATIVE THAT ALL DOCUMENTATION IS SUBMITTED ALONG WITH THIS FORM. ANY MISSING DOCUMENTATION WILL BE CONSIDERED INCOMPLETE, WHICH COULD RESULT IN YOUR LICENSE BEING DELAYED OR DENIED. IF THE REQUIRED DOCUMENTS INCLUDING HALL OR SPORTS CENTERS LICENSE FEES ARE NOT SUBMITTED IN A TIMELY MANNER, PENALTY AND INTEREST WILL BE ASSESSED\*\*\***



Dear Hall or Sport Centers Applicant:

To register/amend (add or remove) any of your Halls or Sports Centers, applicant shall complete the Hall or Sports Center Registration Form in its entirety.

This form shall be completed and submitted along with your completed Annual Hall or Sports Center Business License Application and applicable documentation. If not, the registration process could be subjected to delay and/or denial.

It shall be the duty of the owner of a for profit theater, motion picture theater, hall used for entertainment, sports center, or museum, before permitting any person to use such facility for gain, to obtain a license from the Director of Finance for an annual fee of \$165 (**Baltimore City Code Article 2, Subtitle 31**).

“Entertainment” may or may not be exclusively connected to social gatherings, events, banquets, weddings, parties, celebrations, etc.

Additionally, your business must be registered and in **Good Standing** with the State of Maryland Assessment and Taxation (SDAT) Office for all Personal Property related tax assessment(s). **Please note that SDAT requires all business entities conducting business in the State of Maryland to be registered. Therefore, Department of Finance will no longer accept SDAT numbers starting with “T” (Trade Name) as acceptable SDAT# for any license(s).**

All business owners are required to provide a SDAT# associated with their business entity type, i.e. “L” for Sole Proprietorship, etc. For more information, please visit <https://egov.maryland.gov/BusinessExpress/EntitySearch>

Per Department of Finance’s policy, all licenses shall be publicly displayed and visible at the time of inspection by Baltimore City License Inspectors. Failure to have the licenses posted at the actual Hall(s) or Sports Center(s) location may result in a violation against the business owner(s).

A penalty of 10% and interest at the rate of 1% per month or fraction thereof shall be due on all licenses not obtained or renewed if application is not postmarked by licensee’s expiration date.

All checks must be payable to Director of Finance and mailed to the address below, along with the completed form along with the applicable Annual Business License Application and other

required supplemental documents. ***Be sure to reference the account number on the check (or money order) and/or account invoice remittance:***

**City of Baltimore  
Bureau of Revenue Collections  
200 Holliday Street, Room 3  
Baltimore, MD 21202**

**ATTN: Annual Hall or Sports Center Business License Application**

**We are not responsible for any lateness or incomplete renewal requests.**

For additional information or questions, please call our Miscellaneous Tax/License Unit at (410) 361-9690.

Sincerely,  
Miscellaneous Tax/License Unit  
Enclosure



**REMITTANCE OF AMENDED (ADDED OR REMOVED)**

**TOTAL NUMBER OF ADDED OR REMOVED HALLS OR SPORTS CENTERS:**

PREVIOUS NO. OF REGISTERED HALLS	TOTAL NO. OF ADDED (+) HALLS	NEW NO. OF REGISTERED HALLS

PREVIOUS NO. OF REGISTERED HALLS	TOTAL NO. OF REMOVED (-) HALLS	NEW NO. OF REGISTERED HALLS

**TOTAL REMITTANCE AMOUNT OF ALL HALLS (CALCULATED BY LICENSING UNIT):** \$ \_\_\_\_\_

I, the  Business Owner, or  Agent/Operator Representative, certifies that the information provided is accurate to the best of my knowledge. I assume responsibility in remitting the City of Baltimore’s Hall or Sports Center Registration Form, thereby, registering all halls or sports centers applicable for licensure as required by Baltimore City Code, submitted and/or previously submitted Annual Business License Application, its associated documentation(s), and payment of all applicable licensing fees.

**Signature\*:** \_\_\_\_\_

**Date\*:** \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE—FOR BUREAU OF REVENUE COLLECTIONS/MISC TAXES & LICENSING OFFICE USE ONLY

Date Received & Initials:	Date Approved & Initials:	Date Denied & Initials:
Date Reviewed & Initials:	Date Issued License & Initials:	Date License Revoked & Initials: