



January 4, 2019

Dear Blenheim EquiSports Horse Show Vendors,

It is a requirement of the City of San Juan Capistrano for all persons who engage in, carry on, or conduct any business, trade, calling, profession or vocation within the City's boundaries to obtain a business license.

All Blenheim EquiSports horse show vendors attending shows in San Juan Capistrano **must** have a valid City of San Juan Capistrano business license and submit a current copy of their business license to Blenheim EquiSports prior to arriving at the first horse show. To apply for a business license, please complete and submit the Business License forms referenced below with payment. Be sure to list your "business location" not the Rancho Mission Viejo Riding Park at San Juan Capistrano address on your application. The yearly fee for a City of San Juan Capistrano business license can vary based on number of employees you have. The business license fee for horse show vendors with only one employee is \$69.48 (\$25 base fee + \$44.48 application fee). The renewal fee for a 2018 City of San Juan Capistrano business license is \$36.30 + \$5 per non-professional employee (\$25 base fee + \$11.30 application fee) which is subject to change. If you have any questions regarding the business license or fees please contact:

**CITY OF SAN JUAN CAPISTRANO**

Hours:

7:30 a.m. to 5:30 p.m. Monday-Thursday

7:30 a.m. to 4:30 p.m. Friday

32400 Paseo Adelanto

San Juan Capistrano, CA 92675

**Phone:** 949-493-1171 EXT: 6390 ATTN: Donna

**Fax:** 949-493-1053

**Business License Application & Fees**

<http://sanjuancapistrano.org/Departments/Finance/Permits-Licenses-Forms/Business-License>

Regards,

Melissa Brandes  
Vice-President of Marketing

Blenheim EquiSports  
PO Box 639  
San Juan Capistrano, CA 92693  
949-234-1695