

Hotel/Motel Tax Fund Application Checklist

Please ensure you submit all information requested. Your application **CANNOT** be processed otherwise. If you have any questions please call (509) 585-4306.

Date of Event _____

Date Application Submitted _____

Have you enclosed?

(Please initial)

- | | | |
|----|--|-------|
| 1. | Event Promotion Request Form | _____ |
| 2. | A Budget for the event
(Including the budget for promotion/advertising) | _____ |
| 3. | Proof of room blocks with hotels/motels | _____ |
| 4. | Supporting documentation
(Flyers, letters of support, sponsors) | _____ |
| 5. | Application Checklist | _____ |

Mail your Completed Application To:
Kennewick Parks and Recreation Department
Attn: Community Special Events Coordinator
PO Box 6108
Kennewick, WA 99336