

City of Kennewick Post Event Report Lodging Tax Funds

After your event please complete the form and return it to:
City of Kennewick Special Events Team, PO Box 6108, Kennewick, WA 99336.
Please Note – Incomplete forms will not be processed.

Event Name: _____ Event Date _____ Organization Name: _____

Address/zip: _____ Phone: _____

Applicant Name: _____ Home Phone: _____

Address/zip: _____ Work/Cell Phone: _____

Fax: _____ e-mail: _____

Funds Allocated \$ _____ Total Event Expenditures _____ Total Event Revenue _____

Event Attendance _____ Local # of Attendees _____ Out of Town Attendees (more than 50 miles) _____

Total # of Lodging Rooms Per Night _____ # of Lodging Rooms Per Night in Kennewick _____
(A report can be obtained from the Tri-Cities Visitor and Convention Bureau - please attach report)

Provide a detailed itemized expenditures account of how the allocated funds were spent on Tourism Promotion.
Please attach receipts for all expenditures (please attach additional sheets).

| Description | Amount \$ |
|-------------|-----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| | \$ _____ |
| Total | \$ _____ |

Describe in detail the marketing and promotion methods that were used to attract visitors (more than 50 miles out of town) to your event (please attached samples, use additional sheets if necessary).

Please list any surveys, registration information or follow up that was conducted with attendees in regard to the event. Please attach survey data and/or supporting information.

Use of lodging tax revenue for "tourism promotion" must satisfy the following state requirements: Activities and expenditures designed to increase tourism, advertise, publicize, or otherwise distribute information for the purpose of attracting and welcoming tourists. "Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs. "Tourist" is defined as person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.

I certify that the Lodging Tax Funds received were used solely for tourism promotion as defined by RCW 67.28.1815 and outlined in the City of Kennewick Event Promotion Policy.

Applicant Signature: _____ **Date:** _____