

**Event or Facility Lodging Tax Expenditure Report Form for
Festivals, Events and Tourism-Related Facilities Operated by Nonprofit Organizations or
Owned or Sponsored by Local Jurisdictions**
(To be submitted no later than May 1 of each year)

NOTE: The worksheet below is to be retained for the jurisdiction's records. Do Not send the worksheet to the Tourism Office

Jurisdiction Name: _____

WHO SHOULD FILL OUT THE LODGING TAX REPORT FORM

Local jurisdictions that used lodging tax revenues during the previous calendar year must submit an annual economic impact report on expenditures by the jurisdiction or eligible 501(c)(3) or 501(c)(6) non-profit organizations for tourism promotion purposes. This report also covers expenditures on festivals, special events, or tourism facilities sponsored or owned by the local jurisdiction or 501(c)(3) or 501(c)(6) non-profit organization that received the funds. Reporting must begin with calendar year 2008. The worksheet below may be used to document the figures used in the Lodging Tax Report form that is sent to the Tourism Office. Use a separate worksheet for each event or facility.

WHAT THE INFORMATION IS USED FOR

Each government jurisdiction in Washington that provides lodging tax funds for local events, festivals or for tourism-related facilities owned by an eligible non-profit organization is required to report how these funds are used and list the economic benefits these funds generate. Each jurisdiction is responsible for collecting information and reporting on the total lodging tax revenue that they receive and the list of events and organizations and tourism-related facilities to which all or a portion of it is allocated. Jurisdiction staff will prepare the remainder of the required report on the basis of information collected from each recipient of these funds.

INSTRUCTIONS FOR FILLING OUT THE LODGING TAX REPORT FORM

If you have used or received lodging tax funds to support an event, festival or tourism facility, please provide the following information:

- Estimated number of tourists attending each event or tourism facility
- Estimated number of persons traveling over 50 miles to the destination and number of persons staying at the destination overnight as a result of the event or tourism facility
- Estimated room nights generated by the event, festival or tourism-related facility owned or sponsored by a non-profit organization or local jurisdiction
- Any other data that demonstrates the impact of the increased tourism attributable to the festival, event or tourism-related facility.

The attached form should be used to report this information. In the case of a special event or festival, fill out the form after the event is over. Use a separate line in the form for each event. For a tourism-related facility owned by a non-profit organization or owned or sponsored by a

local jurisdiction, fill out the report after the end of the calendar year in which the facility operated, providing information that covers the entire year.

We suggest you use the worksheet below (page 3) to provide a description of the methodology used to determine number of tourists, lodging stays, visitors traveling to the event, festival or using the tourism-related facility, or other data as appropriate.

Event or Tourism Facility Lodging Tax Expenditure Report Worksheet

Festivals, special events and tourism-related facilities owned by
Local Jurisdictions or Non-profit Organizations

Official Report Form is due: _____

1. Organization: _____

2. This report covers:

Event Name: _____

Date: _____

Tourism Facility: _____

Dates: _____

3. Total Lodging Tax funds allocated to this event or facility \$ _____

4. Estimated total event attendance or user count for the facility: _____

Describe methodology used to determine this figure

5. Estimated percentage of total attendance for event or facility by (list separately) 1) tourists;
2) people who traveled more than 50 miles; or 3) people who stayed overnight:

1. Tourists _____%

2. Traveled _____%

3. Overnight _____%

Describe methodology used to determine this figure

6. Estimated total room nights generated _____

Describe methodology used to determine this figure

7. Any other information that demonstrates the impacts of the festival, event or tourism-related facility owned by a non-profit organization or local jurisdiction (please describe):

Submitted by: _____

E-mail or phone number: _____

Date: _____

KEEP THIS WORKSHEET FOR YOUR RECORDS