

CITY OF EAGLE PASS POST EVENT REPORT FORM

HOTEL OCCUPANCY TAX FUNDING

The City of Eagle Pass, Texas collects a Hotel Occupancy Tax (HOT) from hotels, motels and bed & breakfast inns which are located in the incorporated portions of the City boundaries. By the laws of Texas, the revenue from the HOT may be used only to directly promote tourism and the convention and hotel industry. The use of HOT funds is limited to:

- 1.) The acquisition of sites for and the construction, improvement, enlarging, equipping, repairing operation and maintenance of convention center facilities or visitor information centers, or both;
- 2.) The furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
- 3.) Advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the City;
- 4.) The encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design, and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms, and
- 5.) Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.

The City accepts applications from groups and businesses meeting the above criteria and wishing to receive HOT funds. All entities that are approved for such funds must submit a Post Event Report Form within sixty (60) days of each funded event. The report must be accurately completed and will then be reviewed by the City Finance Director's Office to determine how well the entity accomplished its goal of "heads in beds" and may be used in consideration of future HOT funding requests.

A copy of all invoices and proof of payment must be attached. If the total amount of the HOT funds were not used then those funds must be returned or repaid to the City with the Post Event Report. Questions may be directed to Fidencio Ortiz, Finance Director at 830-773-1111.

POST EVENT REPORT FORM

Organization information

Date: _____

Name of Organization: _____

Address: _____

City, State, Zip: _____

Organization Contact Person: _____

Contact Person Telephone Number: _____

Type of Organization: Not-for-profit ____ for profit ____ other: Explain _____

Type of Information Return Filed with IRS: _____

Are you current with IRS reporting and filings: Yes ____ No ____

Project or Event

Name of Event/Project/Program: _____

Date of Event/Project/Program: _____

Primary Location of Event/Project/Program: _____

Primary Purpose of Funded Event/Project/Program: _____

Amount Received from Hotel Occupancy Tax Funds: \$ _____

Amount of Hotel Occupancy Funds Used: \$ _____

How the HOT funds were used: **to this page attach a “How HOT Funds Were Used Schedule” detailing by category each expense item. The total amount should agree to “Amount of Hotel Occupancy Funds Used.” This schedule can be obtained from the City home website under www.eaglepasstx.us/default.aspx?name=HR_Employee_Forms**

Actual percentage of funded event/project/program costs paid by HOT funds: _____%

Actual percentage of facility costs paid by HOT funds: _____%

How many years have you held this event/project/program? _____

How many people did you predict would attend your event/project/program? (This would be the number you submitted in your application for HOT funds): _____

Attendance at your event/project/program this year: _____ was it Actual Count___ Estimate___ Check one

How many room nights were created in city hotels, motels, etc. by attendees of this event/project/program? _____ was it Actual Count___ Estimate___ Check one

If this event/project/program has been funded by HOT funds in the last three (3) years, how many room nights were generated in city hotel, motel, etc. by attendees of this event/project/ program?

Last Year _____ was it Actual Count___ Estimate___ Check one

Two Years Ago _____ was it Actual Count___ Estimate___ Check one

Three Years Ago _____ was it Actual Count___ Estimate___ Check one

What method did you use to determine the number of people who booked rooms in city hotels, motels, etc. (E.g. Room block usage information, survey of hoteliers, other (explain))?

Was a room block established for this event/project/program at an area hotel (s), Yes ___ No ___

If yes, did the room block fill? Yes ___ No ___ If No How Many Rooms Were Picked Up.

Please check all efforts your organization actually used to promote this event/project/program and how much was actually spent on each category:

- ___ Newspaper \$ _____
- ___ Radio \$ _____
- ___ TV \$ _____
- ___ Press Release \$ _____
- ___ Direct Mail \$ _____
- ___ Other (detail) _____ \$ _____

What new marketing initiatives did you utilize to promote hotel and convention activity for this event/project /program? _____

Please attach samples of documents showing how various venues in the city were recognized in your advertising or promotional campaign.

Please attach at least one sample of all forms of advertising/promotion used in your campaign (if the sample itself does not indicate the type of medium (radio, TV, print, etc.) used or where the advertising took place (e.g. city's newspaper or radio spot that does not indicate the city where the spot played), please include other information that would show location of the advertising and medium used..

I declare and affirm under penalty of perjury and or criminal prosecution that the statements made herein are true and correct to the best of my knowledge, information and belief. I further affirm and warrant that I possess the legal right and/or authority of the entity represented by me in this proceeding.

AUTHORIZED INDIVIDUAL AND/OR REPRESENTATIVE OF ENTITY

SUBSCRIBED AND SWORN TO BEFORE ME on this the _____ day of _____, 201_ by _____.

Notary Public, State of Texas