



# Hotel Occupancy Tax (HOT) Funding Application

Today's Date: \_\_\_\_\_

*In order to ensure funding consideration, applications must be returned 4-6 months prior to event. Please note that if your event dates change, you must submit a new application for re-approval. Events that do not occur as specified in the application are not eligible for HOT reimbursement.*

## **Organization Information**

Event Name:	
Event Date:	Year Event Began:
Event Location:	
Sponsoring Organization Name:	Website & or Facebook page:
Tax I.D. Number:	

## **Please check one**

Is your organization tax exempted?     Yes     No

Is your organization:     Non Profit     For Profit     Private

## **Contact Information**

Name of Contact:		
Mailing Address ( <b>must match address on W-9</b> ):		City, State, Zip:
Daytime Phone#:	Alternate Phone#:	E-mail Address:

## **Please check one**

Contact Preference:     Email     Mail     Fax

## **Event Funding Request**

HOT Funds Requested: \$ \_\_\_\_\_

Describe in detail, exactly how funds will be used. Please be Specific. (*Refer to Guidelines for authorized expenditures*) \_\_\_\_\_

\_\_\_\_\_



Who are you targeting in your advertising and promotion efforts to attend?  
\_\_\_\_\_

What percent of total costs will be covered by this HOT?  
\_\_\_\_\_

Please list other organizations, government entities, grants, and funding sources that have offered financial support for the event noted above.  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Total Attendance at Event listed Above: This Year \_\_\_\_\_ Last Year \_\_\_\_\_

Last 3 Dates & Years of Event

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Last 3 Cities of Event

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Hotels Used

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

You must reserve a room block for this event at a Levelland hotel. List how many rooms you anticipate you will use nightly? \_\_\_\_\_

How will your hotel bookings be measured? \_\_\_\_\_

**\*Your attendees will be required to complete hotel locator cards provided if funding is approved.**

How did you/your organization hear about Levelland? \_\_\_\_\_

Are you considering any other locations/cities for your event? If so, which others? \_\_\_\_\_

*In order to receive hotel occupancy tax, you must contact Levelland hotels for room blocks. If overflow hotel rooms are necessary, after Levelland hotels booked, arrangements can be made with the Levelland Chamber of Commerce to contact hotels in outlying areas. It is imperative that you make every attempt to encourage your attendees to stay in Levelland properties. Your total room night usage in Levelland could determine future funding.*

Signature of Event Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Please Submit to: Levelland Chamber of Commerce  
1101 Ave. H  
Levelland, TX 79336  
Phone: 806-894-3157 Fax: 806-894-4284  
[dhudson@levelland.com](mailto:dhudson@levelland.com)

