

City of Soap Lake Post Event Report Lodging Tax Funds

After your event, please complete the form and return it to:
City of Soap Lake, P.O. Box 1270, Soap Lake, WA 98851

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 (>50 miles) _____

Total # of Lodging Rooms per Night (All) _____ # of Lodging Rooms Per Night in Soap Lake _____

Provide a detailed itemized expenditures account of how the allocated funds were spent on Tourism Promotion. (Attach additional sheets if necessary).

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 attach 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 of the purpose of attracting and welcoming tourist. "Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs. "Tourist" is defined a person who travels from a place of residence to a different town, city, county, state, or county, 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 67.28.1816.

Applicant Signature: _____ **Date:** _____