



## City of Marysville Hotel/Motel Lodging Tax Report

Instructions for filling out the lodging tax report:

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 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 when requesting reimbursement

1. Organization: \_\_\_\_\_

2. This report covers:

Event Name: \_\_\_\_\_

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

Tourism Facility: \_\_\_\_\_

Dates: \_\_\_\_\_

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

4. Total Activity Cost \$ \_\_\_\_\_

5. Overall Attendance Information:

Predicted:	Actual:	Method to determine attendance:

6. Attendance, Traveled 50+ Miles:

Predicted:	Actual:	Method to determine attendance:

7. Attendance, Out of State, Out of Country:

Predicted:	Actual:	Method to determine attendance:

8. Attendance, Did Not Pay for Overnight Lodging:

Predicted:	Actual:	Method to determine attendance:

9. Total Paid Lodging Nights (one lodging night = one of more persons occupying one room for one night):

Predicted:	Actual:	Method to determine attendance:

*Submitted by:* \_\_\_\_\_

*E-mail or phone number:* \_\_\_\_\_

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