



November 23, 2015

It's that time of year again!!!

The City Council will hear 2016 Hotel/Motel Tax Funding Requests at their January 18, 2016 meeting. Enclosed please find the *Application for Hotel Occupancy Tax Funds*, along with the *Post Event Report*. Both forms must be completed and returned to my office no later than Wednesday, December 30, 2015 for inclusion on the January 18, 2016 City Council agenda.

These forms are also available online at the City of Fredericksburg website, www.fbgtx.org. (You must complete the form, print it, and submit it to my office; do not try to submit it electronically.) Find the link under "News".

For new applicants, only the original application is necessary. For returning applicants, both forms must be returned for consideration. Failure to complete a *Post Event Report* could result in denial of your application.

Each applicant is responsible for attending the January 18, 2016 City Council meeting, held at the Law Enforcement Center at 1601 E. Main Street at 6 pm. *Please have all quarterly reports for 2015 turned in by that time.*

If you have any questions, please don't hesitate to call me.

Shelley Britton
City Secretary

City of Fredericksburg

**CITY OF FREDERICKSBURG
HOTEL OCCUPANCY TAX FUNDS
*APPLICATION***

Applicant/Organization Name:

Contact Person Name/Phone/Email:

Amount Requested:

How will the funds be used to meet one or more of the criteria described in the Texas State Law (enclosed)?

Why should your request be granted?

Sign:

Date:

Directions: Limit response to 2 typed pages, 12 point font, single spaced, stapled.

Submit 10 copies.

NO ATTACHMENTS PLEASE

HOTEL OCCUPANCY TAX USE GUIDELINES UNDER TEXAS STATE LAW

State Law: By law of the State of Texas, the City of Fredericksburg collects a Hotel Occupancy Tax (HOT) from hotels, bed & breakfasts, and other lodging facilities. Under state law, revenue from the municipal hotel occupancy tax may be used **only to promote tourism and the convention and hotel industry**, and that use is limited to the following. Tex. Tax Code Ann. § 351.101 (Vernon)

1. **Convention Centers and Visitor Information Centers:** 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. **Registration of Convention Delegates:** the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
3. **Advertising, Solicitations and Promotions:** advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
4. **Promotions of the Arts:** 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 pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.
5. **Historical Restoration and Preservation:** 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.
6. **Sporting Event Expenses:** expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the city or its vicinity.
7. **Directional Signs:** signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality
8. **Transportation of Tourists:** funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations:
 1. the commercial center of the city;
 2. a convention center in the city;
 3. other hotels in or near the city; or
 4. tourist attractions in or near the city.

(The law specifically prohibits the use of the local hotel tax to cover the costs for general city transit costs to transport the general public.)

**CITY OF FREDERICKSBURG
HOTEL OCCUPANCY TAX FUNDS
*POST EVENT FORM***

Applicant/Organization Name:

Contact Person Name/Phone/Email:

Amount Received:

Specify how the funds were used to meet the criteria described in the Texas State Law?

Sign:

Date:

Directions: Limit response to 2 typed pages, 12 point font, single spaced, stapled.

Submit 10 copies.

NO ATTACHMENTS PLEASE