

City of Fredericksburg Annual Financial Report for Hotel Occupancy Tax (HOT)

Reports are due within 60 days of the event – Please submit completed form to Vanessa Wainwright or Kim Houy at City Hall, 126 W. Main, Fredericksburg, TX 78624 or submit by email to hot@fbgtx.org

PROJECT OR EVENT INFORMATION

Name of Grantee Organization: _____

Name of Event or Project: _____

Date(s) of Event or Project: _____

Primary Location of Event or Project: _____

FUNDING USE INFORMATION

Total amount of City hotel occupancy tax (HOT) expended during year: _____

Actual percentage of total event costs funded by City hotel occupancy tax: _____

Actual percentage of facility costs funded by City hotel occupancy tax (if applicable): _____

Actual percentage of staff costs funded by City hotel occupancy tax (if applicable): _____

ATTENDANCE & LOCAL HOTEL/MOTEL OCCUPANCY INFORMATION

Estimate of the annual attendance at your event(s)? _____

Estimate of the annual tourist/visitor attendance at your event(s)? _____

If the attendance numbers differ greatly from the estimated numbers submitted with your application, please explain circumstances that you believe may have affected attendance:

Can you provide an actual or estimated number of how many room nights were occupied at local hotels, motels, short term rentals, or bed and breakfast inns by attendees of your event(s) or project? ___ Yes ___ No

If yes, please provide that number: _____ Is the number provided an actual number, or estimated? _____

If no, please explain why your event prevents you from determining the number of local room nights occupied by attendees of your event(s) or project: _____

Was a room block established for attendees of your event at an area hotel or motel? ____ Yes ____ No

Which hotel(s)/motel(s)? _____

How many rooms were blocked? _____

How many rooms were used? _____

MARKETING & PROMOTION ACTIVITY INFORMATION

Please check all efforts your organization used to promote your event and indicate how much was spent in each category:

____ Newspaper - \$ _____

____ Press Releases - \$ _____

____ Radio - \$ _____

____ Direct Mail - \$ _____

____ Internet ads - \$ _____

____ Social media ads - \$ _____

____ TV - \$ _____

____ Other _____ - \$ _____

SPORTING EVENT SECTION *(for use by sporting events only)*

How many individuals participated in the sporting event? _____

How many of the event participants were from another city or county? _____

Explain how the activity substantially increased economic activity at hotel and motels within the City or its vicinity?

City of Fredericksburg Quarterly Hotel/Motel Occupancy Tax (HOT) Report

Grantee Name: _____

Date submitted: _____

Person submitting report: _____

Contact Phone: _____

Contact Email: _____

Quarter 1 (January 1st-March 31st)	<input type="checkbox"/>
Quarter 2 (Apr. 1st-June 30th)	<input type="checkbox"/>
Quarter 3 (July 1st-Sept. 30th)	<input type="checkbox"/>
Quarter 4 (Oct. 1st - Dec. 31st)	<input type="checkbox"/>

HOT Funds

Total HOT funds received from the City (fiscal year-to-date)	
Total HOT funds expended this quarter	
Remaining balance from previous quarter	
Remaining balance (fiscal year-to-date)	

HOT Fund expenditures this quarter

Advertising and promotion to attract tourists	\$
Promotion of the arts	\$
Historical restoration or preservation programs	\$
Expenses related to convention center or visitor information center	\$
Signage directing tourists to sights and attractions	\$
Expenses directly related to sporting event	\$
Other:	\$
	\$

Signature: _____

EXHIBIT B