



HOT Funding Application

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

Organization Name: _____ Date: _____

Which is your organization? *(Please check one)* Non Profit Private/For Profit

Tax I.D. Number: _____ Entity's Creation Date & Year: _____

Is your organization tax exempt? Yes No

Is your organization Hotel Occupancy Tax exempted? Yes No

Contact Information

Contact Name: _____ Phone: _____ E-mail: _____

Address: _____ City, State, Zip: _____

Project or Event Funding Request

Project or Event Name: _____ Event Date & Year: _____

Hotel Occupancy Tax Funds Requested: \$ _____

All expenditures must directly enhance and promote tourism and the convention and hotel industry. **Describe in detail how funds will be used to increase hotel room nights during the event. Please be Specific.** *For example, how much paid advertising do you intend to do and through which media outlets?*

Who are you targeting in your advertising and promotion efforts? _____

What percent of total costs will be covered by Hotel Occupancy Tax? _____

Please list other organizations, government entities, grants, etc. 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. _____

Do you typically reserve a room block for this event at an area hotel and if so, how many rooms? _____

How will hotel bookings be measured? _____

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 & Main Street Program
1101 Ave. H
Levelland, TX 79336
Phone: 806-894-3157 Fax: 806-894-4284
jdrennan@levelland.com or msiders@levelland.com

