



City of Ridgefield

Event or Tourism Facility Lodging Tax Expenditure Report Form

Who shall fill out this form?

Sponsors or operators of special events or festivals that use lodging tax funds for part or all of their budget during the year, or operators of tourism-related facilities that are 501(c)3 or 501 (c)6 non-profit organizations. Use a separate form for each event or facility.

Why collect this information?

- Purpose is to document economic benefits associated with using lodging tax funds (RCW 67.28.1816 (2), amended 2008)
- Required by Legislature – HB 3206
- The Washington Department of Community, Trade and Economic Development (CTED), designated to collect and maintain the data
- Data will be reviewed by Legislative Auditor

When to submit?

This report must be completed and return to the City within 30 days following completion of the special event or festival. Use a separate form for each special event or festival.

Who to contact?

Should you have any questions regarding this form, you may contact:
Sheila.deng@ci.ridgefield.wa.us or (360) 887-3557

Instructions for filling out this form:

If you are requesting for lodging tax funds to support an event, festival, or tourism facility, please completed the following information:

1. Organization's Name: _____
2. Event / Festival Name: _____ Date: _____
3. Estimated total event attendance: _____
4. Estimated percentage of total attendance for event or facility that were tourists:
(A tourist is defined as an individual who traveled at least 50 miles one way or stayed overnight in the jurisdiction)

5. Any other data that demonstrates the impact of the increase tourism attributable to the festival/event.

Submitted by: _____
Signature _____ Print _____

Phone number: _____

E-mail: _____

Date: _____

Examples of Questions to be Asked

- Are you a visitor (tourist)? O Yes O No
- How far away do you live? O 50 miles or more
O less than 50 miles
- Are you staying overnight in this community?
O Yes O No
 - If yes: Are you staying in a hotel, motel, B&B? O Yes O No
 - If yes: How many nights are you staying? ___ number nights
- Record carefully: total number of people asked, and the number of responses to each question

Estimating Total Attendance

- For facilities (e.g., museums, theaters) use your annual attendance count
- For events, estimate total attendance over the time of the event
 - Paid admission, if applicable
 - If free admission, use a method such as periodically counting people and/or vehicles, estimating crowds in particular area(s); police or other officials may have estimates
- For multiple-day events, try to count each attendee only once