

EXHIBIT "B"

Post Event/Activity Information Report for Lodging Tax Contractors

Report is due immediately after event but no later than _____

Recipients that fail to submit report by due date are ineligible for next grant period consideration.

**Send to: City of Oak Harbor, ATTN Finance Department, 865 SE Barrington Drive, Oak Harbor, WA 98277,
or email to wnticher@oakharbor.org**

1. Organization Name and Event/Tourism Facility Name:

2. Total Oak Harbor lodging tax funds used for Event or Facility \$ _____

3. Total Cost of Event or Facility \$ _____

4. Please provide the **actual numbers** for the following questions, including the **methodology used**:

QUESTION		ANSWER
1. Overall Attendance at your event?		
Methodology used:		
2. Total people who traveled more than 50 miles for your event?		
Methodology used:		
3. Of those who traveled more than 50 miles, the number of people who traveled from another state or country?		
Methodology used:		
4. Of the people who traveled more than 50 miles, the number of people who stayed overnight in the City of Oak Harbor or Oak Harbor area?		
Methodology used:		
5. Of the people staying overnight – the number of people who stayed in PAID accommodations (hotel/motel/bed-breakfast) in the City of Oak Harbor or the Oak Harbor area?		
Methodology used:		
6. Of the people staying overnight – the number of people who stayed in UNPAID accommodations (friends or family) in the City of Oak Harbor or the Oak Harbor area?		
Methodology used:		
7. Number of PAID lodging room nights resulting from your event? (E.g. – 20 paid rooms on Friday & 30 paid rooms on Saturday = 50 paid rooms. ***3 rd Party Lodging Facilities Report, preferred.		
Methodology used:		

Submitted by: _____ **Date:** _____