



POST EVENT REPORT FORM HOTEL OCCUPANCY TAX FUNDING

By law of the State of Texas, the City of Copperas Cove collects a Hotel Occupancy Tax (HOT) from hotels, bed & breakfast, inns, and other lodging properties. The revenue from the HOT may be used only to directly promote tourism and the convention and hotel industry. The use of HOT funds is limited to:

- a) **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;

 - b) **Registration of Convention Delegates:** the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;

 - c) **Advertising, Solicitations and Promotions that Directly Promote Tourism and the Hotel and Convention Industry:** advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;

 - d) **Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms.

 - e) **Historical Restoration and Preservation Activities that Directly Promote Tourism and the Hotel and Convention Industry:** 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.
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- f) Sporting Event Expenses that Substantially Increase Economic Activity at Hotels:** Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity.
- g) Enhancement and upgrading of existing sports facilities or fields:** the promotion of tourism by the enhancement and upgrading of existing sports facilities or fields.
- h) Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.**
- i) 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.

The City of Copperas Cove accepts applications from groups and businesses meeting the above criteria and wishing to receive HOT funds. All entities that are approved for such funds must submit a Post Event Report Form within 60 days of each funded event. The report will be reviewed by the Copperas Cove City Council to determine how well the entity met its goals and be used in consideration of future hotel occupancy tax funding requests. Priority will be given to those events that demonstrate an ability to generate overnight visitors to Copperas Cove.



**POST EVENT REPORT FORM
FY 2020-2021**

Date: _____

Organization Information

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone #: _____

Event Information

Name of Event/Project: _____

Date of Event/Project: _____

Primary location of Event/Project: _____

Amount requested: _____ Amount Received: _____

How were the funds used? _____

How many years have you held this Event/Project? _____

Event Funding Information

1. Actual percentage of funded event costs covered by hotel occupancy tax: _____

2. Actual percentage of facility costs covered by hotel occupancy tax (if applicable): _____

3. Actual percentage of staff costs covered by hotel occupancy tax (if applicable): _____
4. If staff costs were covered, estimate of actual hours staff spent on funded event: _____
5. Did the event charge admission? Was there a net profit from the event? If there was a net profit, what was the amount and how is it being used? _____

Event Attendance Information

1. How many people did you predict would attend this event? (number submitted with application for hotel occupancy tax funds): _____
2. What would you estimate as the actual attendance at the event? _____
3. How many room nights were generated at Copperas Cove hotels by attendees of this event or project? _____
4. If this Event has been funded by hotel occupancy tax in the last three years, how many room nights were generated at Copperas Cove hotels by attendees of this Event or Project?
 Last Year _____
 Two Years Ago _____
 Three Year Ago _____
5. What method did you use to determine the number of people who booked rooms at Copperas Cove hotels (e.g.: room block usage information, survey of hoteliers, etc.)?

6. Was a room block established for this Event at an area hotel (hotels), and if so, did the room block fill? _____ If the room block did not fill, how many rooms were picked up? _____

Event Promotion Information

1. Please check all efforts your organization actually used to promote this event and how much was actually spent in each category:

Newspaper: _____

Radio: _____

TV: _____

Other Paid Advertising: _____

Number of Press Releases to Media: _____

Number Direct Mailings to out-of-town recipients: _____

Other Promotions: _____

2. Did you include a link to the CVB or other source on your promotional handouts and on your website for booking hotel nights during this event? _____

3. Did you negotiate a special rate for hotel/event package to attract overnight stays? _____

4. What marketing initiatives did you utilize to promote hotel and convention activity for this event? _____

5. Please attach samples of documents showing how Copperas Cove was recognized in your advertising/promotional campaign. Advertising/Promotional Sample Attached N/A

6. Please attach at least one sample of all forms of advertising/promoting used in your campaign. If the sample itself does not indicate the medium (radio, TV, print, or mail) used or where the advertising took place (e.g. a city's newspaper, or a radio spot that does not indicate the city where the spot was played), please include other information that would show location of the advertising and medium utilized. Advertising/Promotional Sample Attached N/A

Sporting Related Events

1. If the event funded by hotel occupancy tax was a sporting-related function/facility, how many individuals actually participated in this event? _____
2. If the event was a sporting-related function/facility, how many of the participants were from another city or county? _____
3. If the event was a sporting-related function/facility, quantify how the activity substantially increased economic activity at hotel within the city or its vicinity? _____

Additional Event Information

What Copperas Cove business did you utilize for food, supplies, materials, printing, etc.? _____

Please Submit no later than 60 days after the funded event to:

Budget Department
BudgetOffice@copperascovetx.gov
254-547-4221