

Fort Madison Hotel/Motel ATTRACTION/EVENT Application

Contact Information (ALL FIELDS MUST BE COMPLETED) – If you need assistance with form(s) or clarification, please contact the Tourism Office @ 319-372-7700 x 274.			
Attraction and/or Event: <i>(please circle type)</i>			
Contact Person:			
Street Address:			
City:	State:	Zip:	
Phone:			
Fax:			
E-Mail Address:			
Certified Non-profit: <i>Please disclose 501(c)(3) tax-exempt status letter with each application.</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Application Date:			
Attraction/Event Date(s):			
Event funding protocol: <ul style="list-style-type: none"> Events applications can only be applied for a total of five (5) times per the schedule provided. A two (2) year period of non-funding will apply after the 5th year. 		<input type="checkbox"/> First Time Event - \$1,000 <input type="checkbox"/> Second Application For Repeat Event - \$750 <input type="checkbox"/> Third thru Fifth Application For Repeat Event - \$500	
Attraction funding:		<input type="checkbox"/> Amount :	

Application Deadline	Meeting Date & Time
March 31 st	Date: _____ Time: _____
June 30 th	Date: _____ Time: _____
September 30 th	Date: _____ Time: _____
December 31 st	Date: _____ Time: _____
<u>Meeting Dates and times:</u> <ul style="list-style-type: none"> Applicable Meeting dates will be supplied when applications are submitted. Dates and times are subject to change. Check with city officials for possible changes. Call <u>319-372-7700 ext. 274</u> prior to meeting date to assure that you or a representative is in attendance as per protocol. Any application submitted via email or postal service will have a copy of this page with the date and time included returned to the applicant. 	

Events and/or Attractions:

- Applications must be submitted by the close of business on the above listed dates. Be aware that city offices are open **Monday thru Friday, from 8 am to 4:30 pm** (hours are subject to change). Holidays may have a scheduled closure of city offices.
- Applicants take on the responsibility of submitting this application in a timely manner, which addresses these possible closures and city office business hours.
- The amount of money available is solely generated by Hotel/Motel Tax Revenues. The city cannot guarantee the amount of funds that will be available.
- The Fort Madison Tourism Commission has the right to increase or reduce the funding request.
- Each attraction/event will be reviewed on a case-by-case basis.

- A representative must be present for any application to be considered by the Tourism Commission.
- After an event, the Tourism Commission requires a follow-up report on the event within the next two (2) Tourism Commission meetings following the event date.
 - An official **Follow-up Report Form** must be utilized. This form is available through email, the city's website or by request at City Hall during the hours addressed above.
 - This report must be provided by a representative of event to the **Tourism Coordinator** and/or **City Clerk** following the same schedule supplied for the application process.
- A representative must be present at the next Tourism Commission meeting following their submission of the Follow-Up Report, to address any questions, concerns or comments that the Tourism Commission may have.
- Attraction/Event will risk possible rejection of future applications, if these protocols are not followed.
- Event or attraction application payment requires inclusion or any receipts, or bills to be paid, to be submitted with the Follow-Up Report.
- Receipts may be turned in to City directly following the event, to expedite receipt of money applied for.
- If receipts are turned in prior to the Follow-Up Report, applicant must still complete the report in order to be eligible for re-application.
- Follow-up Reports that are not filled within the 6 month deadline risk possible rejection of future application(s).

Additional information pertaining specifically to Attractions:

- Tourism Commission requires a follow-up on Attraction Applications by **September 30th**.
- Prior to the meeting, a new application along with a written report, must be provided by a representative of the attraction.
- This report must include a profit and loss report covering the preceding 12 months from October 1 to September 30th.
- A representative must be present at the October meeting to review their application for funding and their profit & loss report from the following year.
- Failure to provide follow-up within these given guidelines may result in rejection of application, resulting in no funds being awarded.

Attendees/Participants	
Projected Number of Attendee(s) and or attendance from prior event or year if this for a repeat application.	
Projected Economic Impact for the area. This includes hotel/motel rooms filled, money spent within the community, etc.	

Budget/ Revenue / Advertising(Required): Briefly outline the budget for this attraction/event highlighting the sources of revenue and a detailed description of advertising activities including where and how much you will be advertising. (You may attach a separate sheet of paper for attraction/event budget if needed.)

Agreement and Signature (REQUIRED)

The applicant does hereby covenant and agree that any loss or damage which may arise or be caused to any person or property by reason of this applicant or the applicant's agent's want of care shall be borne by the applicant and the applicant shall hold the city harmless in every and all respects from any damage, loss or liability including reasonable attorney fees and court costs, resulting from any acts by the applicant, the applicant's agents, its employees, or participants or from the conduct of the applicant, its employees, or participants in the attraction/event as designated in this application. All necessary licenses and permits will be the responsibility of the applicant as required by law.

Name (printed):	
Signature:	
Date:	