CITY OF SEDRO-WOOLLEY

Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-1661
Fax (360) 855-0707

August 31, 2009

Dear Lodging Tax Applicant:

The City of Sedro-Woolley Lodging Tax Advisory Committee is now accepting letters of request from organizations wishing to receive 2010 Lodging Tax (Hotel/Motel) Funds. Please include the following information in your letter of request:

- Description of your use of the proposed funds.
- How your activity, event or use promotes tourism in Sedro-Woolley.
- The number of days of your event or activity.
- The estimated number of tourists you expect to attend this year's activity or event including the estimated number of persons traveling over 50 miles, persons remaining in Sedro-Woolley overnight, and lodging stays generated by your activity or event.
- An estimate of the amount of sales tax revenues attributable to your event or activity.
- Any other information that demonstrates to the Committee the increase in tourism related to your activity or event.

According to state law, the Lodging Tax Advisory Committee is to advise and recommend to the Mayor and Council how excise taxes on lodging collected in Sedro-Woolley should be allocated in order to best increase tourism in the City. These recommendations may be adopted or amended by the Mayor and/or Council.

Entities which are awarded hotel/motel tax monies by the Sedro-Woolley City Council will receive an agreement between the City and the recipient outlining the amount and requirements of the award. An annual economic impact report is required and a copy of the Washington State Department of Commerce Lodging Tax Expenditure Report worksheet is enclosed for your review.

Letters of Request for 2010 Lodging Tax (Hotel/Motel) Funds must be addressed to the

City of Sedro-Woolley Lodging Tax Advisory Committee
325 Metcalf Street
Sedro-Woolley, WA 98284

and received by 4:30 p.m., Monday, September 21, 2009. Proposals received after the designated time, even if mailed earlier, will not be accepted.

Sincerely,

Patsy K. Nelson
Finance Director

Enclosure: Expenditure Report worksheet