



## REQUEST FOR OCCUPANCY TAX FUNDS

Beginning in 2004 Warren County has been charging 4% occupancy tax from lodging properties to help sustain the Warren County Tourism. A portion of the funds collected is returned to the Town of Bolton to be used for events, activities and programs to bring more tourism to Bolton and to encourage visitors to remain for multiple days. The Occupancy Tax Committee was established to review requests for these funds. All applications will be reviewed, unfortunately there is no guarantee that an application will receive the funds requested.

To be considered for any funding, your event needs to meet the criteria of creating additional tourism for the town. The attached Bolton Occupancy Tax Application Form must be complete so it can be reviewed by the Occupancy Tax Committee. An additional letter with further details on how the award will help the town is encouraged as well. If you have received funds in the past, a letter stating how those funds were used, estimated number of people the event brought to the area and how your event impacted Bolton will be required.

***\*\*Please be advised that moving forward, this form will only be available at the Bolton Town Hall and on the Town of Bolton website under the Community page at [www.boltonnewyork.com](http://www.boltonnewyork.com).\*\****

All requests in writing must be sent to:

Bolton Supervisor's Office  
PO Box 698,  
Bolton Landing, NY 12814  
[secretary@town.bolton.ny.us](mailto:secretary@town.bolton.ny.us)

DEADLINE: NOVEMBER 15<sup>th</sup>

The committee will be reviewing these requests and notifications confirming awards will be issued by mid-December.

Please check to make sure the event will be covered by insurance, if needed, with the town of Bolton named as additional insured and if any special permits or licensing is required.

If you have any questions you may contact Willie Bea McDonald (Chairperson) at 518-644-2015

# Town of Bolton Occupancy Tax Application

Supervisor's Office,  
PO Box 698, Bolton Landing NY 12814

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Event: Not for Profit \_\_\_\_\_ For Profit \_\_\_\_\_ Individual \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Estimated number of overnight stays: \_\_\_\_\_

Admission Fee: \$ \_\_\_\_\_

First Time Applicant: \_\_\_\_\_ If no, how many years in existence: \_\_\_\_\_ Date started: \_\_\_\_\_

Has this event been held in other towns or venues, if so where: \_\_\_\_\_

Previously Funded with Occupancy Tax: \_\_\_ Yes \_\_\_ No Amount: \_\_\_\_\_

Anticipated total cost of event: \_\_\_\_\_ Amount requested: \_\_\_\_\_

Amount raised by fund raising: \_\_\_\_\_ or admission/space rented fees: \_\_\_\_\_

Have you previously run an event: \_\_\_\_\_ If so where: \_\_\_\_\_

Please describe your event, program or project and explain how it will promote tourism in Bolton Landing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (use

additional paper if necessary)

- Separate application required for separate events.
- A letter with details on how awards will be used for your event is encouraged along with this application.
- If previously funded, a report on the event with how funds were used, number of people participated and if revenue was brought into the town is required.
- Depending on event, this may be subject to Insurance requirements and/or special permits or licensing.
- There are many applicants requesting funding, so requested amounts may be different than the amount received.

**APPLICATION MUST BE RECEIVED IN THE SUPERVISOR'S OFFICE BY NOVEMBER 15<sup>TH</sup>**