

**APPLICATION FOR USE OF JEFFERSON COUNTY
HOTEL OCCUPANCY TAX FUNDS
(BID FEE)**

Thank you for your interest in promoting tourism and the hotel industry in Jefferson County through the utilization of county Hotel Occupancy Tax (HOT) funds. The use of HOT funds is regulated by law (Tax code 352-1033), which limits the use of those funds for the direct enhancement and promotion of tourism AND the convention and hotel industry.

I. CRITERIA

A. General Information

1. Name of organization:

Address: _____

Tax ID #: _____

2. What specific type of event is being held? Athletic, sports or convention:

3. Total amount of bid fee requested by this grant: _____

4. Who will be the recipient of the bid fee: _____

5. What is the organization's financial contribution for this project/event:

1st Applicant's Initials _____

2nd Applicant's Initials _____

8. Date of event: _____

9. Venue where event is to be held: _____

10. Which hotel/s have been blocked with rooms for this event. Please list hotel/s (do not list rates) and the number of rooms blocked at each:

II. VISITOR IMPACT

A. Provide numbers for the following:

1. Total visitors/participants expected this year: _____

2. If sports event - Total number of teams expected: _____

If convention - Total number of participants expected: _____

3. Total room nights expected : _____

SPECIAL NOTE: All sections of this application must be completed or answered. Failure to do so could lead to a delay in your requests for funding.

DO NOT ALTER THIS APPLICATION: If additional room is needed include an attachment.

By signing this application, we, jointly and on behalf of our organization, represent and agree that:

1. I have full authority to execute this application on behalf of myself, group, and organization;
2. Any funds allocated out of Hotel Occupancy Tax monies will be used solely in the manner set forth in the award letter;
3. I and my organization will, within 14 days following the date of my/our project/event, provide a complete and detailed accounting to the Jefferson County Tourism Commission, c/o Kathi Hughes, in such form as may be provided/requested;
4. Failure to provide the report within 14 days and/or to use the allocated monies solely for the purposes for which such funds were awarded shall render me and my group/organization liable for reimbursement to Jefferson County of all such funds, plus reasonable court costs and attorney fees.

1st Applicant's Initials _____

2nd Applicant's Initials _____

Date _____

Name of Representative Completing Form
Printed _____

Signature _____

Title _____

Address _____

Phone Number _____

Email _____

Name of Second Representative Completing Form
Printed _____

Signature _____

Title _____

Address _____

Phone Number _____

Email _____

Please submit the following with your application:

- 1. W-9 Form
- 2. Proof of Insurance
- 3. 501 (3) (c) certificate, if applicable
- 4. Tax ID

Return Form to: Ben J. Rogers Regional Visitors Center
 Attn: Kathi Weathington Hughes
 5055 IH-10 South
 Beaumont, Texas 77705

Should you have any application questions or problems with the online forms, please contact Kathi Hughes for assistance at 409-842-0500 or 1-866-432-8951.

SPECIAL NOTE: Grants of hotel occupancy tax revenues may statutorily be used only for the promotion of tourism. Expenditure of funds for unauthorized purposes may result in recapture and/or enter into funding decisions in future funding cycles.

Revised 5-20-2026 1st Applicant's Initials _____

2nd Applicant's Initials _____