



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.*****

All requests in writing must be sent to:

Bolton Supervisor's Office
PO Box 698,
Bolton Landing, NY 12814
secretary@town.bolton.ny.us

DEADLINE: NOVEMBER 15th

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 15TH