



Policy for Application/Request for City of Weatherford Hotel Occupancy Tax (HOT) Revenue

This document was prepared to provide a framework for organizations and/or individuals to apply for or request funding from the City of Weatherford for Hotel Occupancy Tax (HOT) Revenues.

Application Process

- Annual/standard requests to be considered by the City during the annual budget process:
 - A fully completed application shall be submitted to the City of Weatherford Office of Management & Budget (OMB) by July 15.
 - Applicant shall give a presentation to the City Council during a regularly scheduled City Council meeting during August. Presentations are limited to a maximum of ten (10) minutes and should include the purpose of the request, how the request meets the proper use of HOT fund requirements, and if City funds have been used in the past, the results of the use of those funds. The actual meeting time should be coordinated with OMB.
 - Applicants will be notified by October 1 of the City Council's decision on funding by the OMB.
- Special conditions requests may also be considered by the City during the fiscal year:
 - While the dates above may not apply, the general time-line of activities should be prepared for in the planning phase of the request.
 - Contact should be made with the OMB for discussion of actual calendar dates of application process.

Authority of HOT

- State of Texas: Texas Tax Code Chapter 351 – Occupancy Taxes
- City of Weatherford: Charter Article V Chapter 6 – Hotel Occupancy Tax passed February 12, 1976 by Ordinance 3-76.

Weatherford City Council Decision

- The Weatherford City Council may base approval, denial, and/or funding amounts on items such as, but not limited to, available funding, timing, merits of programs, applicability to proper or full use of HOT funds, performance, etc...
- All decisions of the Weatherford City Council are final.

Guidelines Under Texas Law for Use of HOT

See below for the two-part test for the use of HOT funds:

- All expenditures must directly enhance and promote tourism and the convention and hotel industry.
- All expenditures must further fall into one of the following seven statutory categories:
 - Convention center facilities or visitor information centers: the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;
 - Registration of convention delegates: the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
 - Advertising, and conducting solicitations and promotional programs to attract tourists and convention delegates: advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
 - Promotion of the arts: the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
 - Historical restoration and preservation projects or activities: historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums: (a) at or in the immediate vicinity of convention center facilities or visitor information centers; or (b) located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;
 - Sporting event expenses related to sporting events which substantially increase economic activity at hotels: for a municipality located in a county with a population of one million or less, expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity; and/or
 - Transportation systems: that transport tourist from hotels to commercial center of the City, a convention center, other hotels, or tourist attractions, provided the system does not serve the general public.

Statutory Limits

- Funding of the arts is limited to no more than 15% of total HOT revenues of the City.
- No less than one-third of Weatherford HOT funds must go towards advertising and conducting solicitations and promotional programs to attract tourist and convention delegates or registrants to Weatherford or its vicinity.

Receipt of Funds Obligation

If an Organization is granted HOT funds by the Weatherford City Council, the organization must file a Post Funding Analysis with the City no later with 120 days from the funded event or by the June presentation if it is an annual funding request.