

**Final Report Form**  
**New Event, Growing an Event, Event Retention and Significant Economic Impact**  
(City of Brandon Accommodation Tax By-Law 7014)

Final Report Date:

**Organization Information**

Name of Organization:

**Follow up questions should be directed to:**

Contact Person:

Phone #

Email:

**Event Information:**

Name of Event:

Estimated total number of room nights generated (as per original application):

Actual room nights generated by the event?

How were room nights verified?

Please list below or attach on a separate sheet, the name of each hotel/motel used by event attendees and how many room nights were rented at each of the establishments listed.

Are there additional events that may result or have been confirmed as a result of hosting this event in Brandon?                      Yes                      No

If yes, please explain:

What level of media coverage was realized during the event?

List of media outlets that covered event:

Local:

Provincial:

National:

**Budget**

Please attach a final budget or financial statements that reflect actual revenue and expenses.

**Comments**

If there are any lessons learned, comments, etc. that you would like to share with regard to your event, event retention, event acquisition, grant application or grant process, please feel free to do so below or on a separate sheet of paper.

## **Privacy Policy Statement and Application Certification**

Your privacy is important to the City of Brandon. That is why we request that all applicants read the following privacy policy statement carefully.

Information about Accommodation Tax funding applicants, both current and past consists of data contained in their applications, information derived from interviews, and information gathered during the course of past experiences. The City stores this information in written and electronic form for a period of time. Information, which is described above, may be:

- Used by those evaluating the accommodation Tax funding application, City Staff and City Council;
- Used in the collection of data for general program evaluation;
- Used in public announcements relative to approved funding;

The City does not sell applicant current or past participant information.

I certify that the information given in this application is complete and accurate to the best of my knowledge and that I have carefully read and understand all notes and disclaimers provided therein. I understand that the City reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the application process for funding under the City of Brandon Accommodation Tax By-Law. I certify I am authorized to file this report on behalf of the organization herein described for the purpose of receiving City of Brandon Accommodation Tax Funding.

**Date:**

**Print Name and Title:**

**Signature:**

*Insert a digital image of your signature or print, sign and scan the final report to email it.*

This final report with all supporting documents can be saved and emailed to [accommodationtax@brandon.ca](mailto:accommodationtax@brandon.ca) or printed and mailed or dropped off to Economic Development Brandon, 410 – 9<sup>th</sup> Street, Brandon, MB, R7A 6A2