

**REQUIREMENTS FOR FESTIVAL MONIES FROM
SAVANNA'S HOTEL/MOTEL TAX COMMITTEE**

Name of Festival: _____

Date of Festival: _____

Place of Festival: _____

Sponsoring Organization: _____

Person in Charge: _____ Phone #: _____

Date City Permit Obtained: _____

Will Alcohol be Served: _____ Yes _____ No
(If so, Attach a copy of the Dram Shop Insurance Certificate.)

What will this festival do to bring over night stays to Savanna:

What money are you asking Hotel/Motel Tax Committee for and why:

Amount: _____

What is this amount going to be designated for: _____

All marketing monies will require paid receipts brought to City Hall after the festival, and all marketing materials of any kind need to have "Paid for by Savanna Hotel/Motel Tax Fund."
For further information please visit www.savanna-il.us.

Please bring this completed form to City Hall 2 weeks before the next scheduled Hotel/Motel Committee Meeting to be placed on the agenda. Hotel/Motel Committee usually meets the 1st Wednesday of each month.

Thank you,
Savanna Hotel/Motel Committee