**Final Report Form**

**New Event, Growing an Event and Event Retention**

**Destination Marketing Fund Grant**

Final Report Date: Click here for calendar

**Organization Information:**

Name of Organization: Click here to enter name.

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

Contact Person: Click here to enter name.

Phone: Click here to phone number. Email: Click here to enter email.

**Event Information:**

Name of Event: Click here to enter name.

Estimated total number of room nights generated (as per original application): Click here to enter number

Actual room nights generated by the event? Click here to enter number.

How were room nights verified? Click here to enter answer.

Please list 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.

Click here to enter details of room nights or attach on a separate sheet.

***\*\* Please attached a form verified by the Hotel for the hotel rooms booked.***

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

If yes, please explain: Click here to enter explanation.

What level of media coverage was realized during the event?

List of media outlets that covered event:

|  |  |
| --- | --- |
| Local | Click here to insert info. |
| Provincial | Click here to insert info. |
| National | Click here to insert info. |

**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 regards to your event or the Destination Marketing Fund Grant or application process, please feel free to do so below or on a separate sheet of paper.

Click here to enter comments or include a separate sheet.

**Privacy Policy Statement and Application Certification**

The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of* *Information and Protection of Privacy Act (LAFOIP).*  Therefore, all information collected for the Destination Marketing Fund Grant Application process, including final executed Contracts and Agreements will be subject to public disclosure either through a Freedom of Information and Access Request in accordance with those regulations or Public Agenda.

Section 91(1)(a) of the Cities Act states the following:

***“91****(1) Any person is entitled at any time during regular business hours to inspect and obtain copies of:*

1. *Any contract approved by the council, any bylaw or resolution and any account paid by the Council relating to the City”*

**Date:** Click here to enter a date.

**Signature:** Click here to insert electronic signature, or print report and sign.

**Print Name and Title:** Click here to type name & title.

This Final Report with all supporting documents can be saved and emailed to [destinationlevy@citypa.com](mailto:destinationlevy@citypa.com) or printed and mailed or dropped off to City Hall, City Manager’s Office, 2nd Floor, 1084 Central Avenue, Prince Albert, SK S6V 7P3.