



## **DOWNTOWN DEVELOPMENT BOARD**

### **DOWNTOWN EVENTS AND MEETINGS PROGRAM GUIDELINES**

#### **PROGRAM OBJECTIVE:**

The Downtown Development Board's (DDB) Downtown Events and Meetings Program is designed to support lodging establishments located within the Downtown Development Area and make them more competitive with other meeting hotels within the Orlando area. The program will provide limited grants to lodging establishments to assist them in attracting groups and organizations for overnight stays downtown.

#### **ELIGIBILITY:**

To be eligible to apply, an organization must:

- Be located within the DDB boundaries
- Book a minimum of 50 room nights at one (1) property

#### **FUNDING:**

- Maximum funding is \$6,000 per meeting/event
- Hotel must book a meeting/event which includes overnight stays of at least 50 room nights total
- Items for which funding requests may be made include, but are not limited to: parking, transportation to and from the hotel upon arrival/departure, room rate reduction, hotel audio visual costs, WiFi costs, group dining costs (not to include room service or alcoholic beverages)
- Funds requested vs. the proposed revenue generated by the booking will be used in determining amount of funding granted, if any
- Application does not guarantee funding and funding is not approved unless and until the Executive Director or his designee approves such funding in writing to applicant
- Proof of expenditure must be submitted with an invoice to the DDB for reimbursement

#### **RESTRICTIONS:**

- Approval from the DDB must be received prior to the meeting/event occurring
- Items such as in-room food, taxes, alcohol, and pay-per-view are excluded

**DEADLINES:**

One (1) original application and all required supporting documentation must be received by the DDB as soon as possible after the request is received by the hotel.

Any application that is not complete will not be considered. Any funds granted are for this specific meeting/group and are not transferrable to another.

**COMPLIANCE FOR FUNDING:**

The applicant will have 30 days from the end of the meeting/event to submit a Meeting Summary Form to the DDB. The summary must include all requested information. An invoice for the amount approved, on the organizations letterhead, along with a W9, will be required. If the deadlines are not met or the post-event documentation is not submitted, funding will not be dispersed.

**The DDB reserves the right to revise information published in these guidelines and application form.**



**DOWNTOWN DEVELOPMENT BOARD**

**EVENT AND MEETING  
PROGRAM APPLICATION**

(Applications must be filled out completely)

1) Date: \_\_\_\_\_

2) Applicant: \_\_\_\_\_ 3) Hotel Contact: \_\_\_\_\_

4) Address: \_\_\_\_\_

5) Phone \_\_\_\_\_ 6) Email: \_\_\_\_\_

7) Hotel approval (DOS, Rev. Mgr, GM) \_\_\_\_\_

8) Name of Company/Organization: \_\_\_\_\_

9) Meeting Dates: \_\_\_\_\_ 10) Total Room Nights (50 min) \_\_\_\_\_

11) Funds requested ( max \$6,000): \_\_\_\_\_ 12) New Business: Y N

13) Description of meeting: (If more space is needed, please attach supplemental memo. If aware of other hotels being considered, for the event, please explain other offers. Has the group met in Orlando in the past, if so, where.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14) Proposed use of requested funds: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

15) Attach event proposal.

Signed \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY THE DDB: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please send the completed application to Tiffany Stephens, Fiscal Manager, at  
[Tiffany.Stephens@downtownorlando.com](mailto:Tiffany.Stephens@downtownorlando.com).**