

# ADVERTISING REIMBURSEMENT REQUEST

The City of Garibaldi has established a reimbursement program for local businesses who advertise with the intent of attracting non-residents to the City of Garibaldi. Any group or individual (“applicant”) may submit a request for reimbursement of qualifying advertisement provided they are a licensed business in Garibaldi, or a non-profit organization, or other civic or governmental organization that has an economic interest in Garibaldi. Advertising that qualifies for reimbursement must:

- 1) promote the City of Garibaldi as a destination; and
- 2) be likely to generate over-night occupancy within the City of Garibaldi or be for the promotion of special events sponsored by non-profit organizations; and
- 3) be completely paid for by the applicant; and
- 4) be published, aired, online or otherwise implemented by whatever means is appropriate for such form of advertising prior to the City receiving a reimbursement request for said advertising.

Requests for reimbursement must include:

- 1) this form as completed and signed by the applicant; and
- 2) sufficient documentation of the advertising (for example – audio or video recording, tear-sheet, brochure, website address and printouts, etc...); and
- 3) a copy of the invoice, bill or agreement that provides sufficient information to determine what services were provided; and
- 4) proof of payment of the advertising (for example – canceled check, receipt for payment, etc...).

**Deadlines for submissions are 5:00 p.m. on September 30, 2016, and 5:00 p.m. on March 31, 2017.** All applications will be reviewed by a sub-committee (“committee”) of the City Manager and the Mayor. All committee decisions are final. The maximum reimbursement will be fifty percent (50%) of the total amount spent by the applicant on the advertising subject to this application, and reimbursement requests may be modified at the discretion of the committee.

Applicants agree to defend, indemnify, protect and hold harmless the City from and against any suit, administrative proceedings, claims, damages or liability that may arise from the procedures outlined in this application or the enabling resolution of the City Council that creates this program. The City’s name will not appear on any advertising contracts associated with the applicant, and the City will only reimburse the amount to the applicant approved by the committee. Any unreported or unpaid charges, fees, penalties or interest are the responsibility of the applicant and not of the City.

Applicant Name (individual or business/organization): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total Amount Spent by Applicant on Advertising (only what is included in this request): \_\_\_\_\_

Tear Sheets/Recordings/Other Documentation of Advertising Attached       Copies of Invoices/Bills/Statements Attached

Copies of Canceled Checks/Credit Card Statements/Other Proof that Advertising Has Been Paid For By Applicant

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Email:** \_\_\_\_\_