

AGREEMENT FOR LODGING TAX (CIVIC IMPROVEMENT) FUNDS

THIS AGREEMENT FOR LODGING TAX (CIVIC IMPROVEMENT) FUNDS (this “Agreement”) is entered into the date last below written between the City of Bainbridge Island, a Washington state municipal corporation (the “City”) and Kids Discovery Museum (the “Recipient”).

WHEREAS, the Recipient submitted a proposal for Lodging Tax/Tourism funds (Civic Improvement Fund) for support for the annual Northwest Association of Youth Museums conference as described in Attachment A (the “Proposal”); and

WHEREAS, upon recommendation of the Lodging Tax Advisory Committee and approval by City Council at their December 1, 2015 meeting, the City has awarded a contract for the Proposal; and

WHEREAS, the Recipient has the expertise and experience to arrange for said services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Recipient as follows:

1. SERVICES BY RECIPIENT

The Recipient shall arrange for the services as specified in this Agreement and as necessary to accomplish the scope of work described in the Proposal. The Recipient shall arrange for all services, labor and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement. The Recipient shall execute this Agreement by June 30, 2016 in order to receive funding, and all goods and services specified in this Agreement shall be provided during calendar year 2016.

The Recipient shall identify all Proposal activities in promotional and other business materials as having been funded by the City of Bainbridge Island.

2. PAYMENT

A. The City shall pay the Recipient Five Thousand One Hundred Dollars (\$5,100) for all services performed and all approved expenses incurred for the sole and specific purpose of accomplishing the scope of work described in the Proposal, to be billed quarterly. Payment will be made by the City only when documentation of delivery of contracted services or products is provided to the City.

B. The Recipient shall submit quarterly invoices for services performed in a previous quarter in a format acceptable to the City. Each project and each task within a project shall be the subject of a separate invoice. The Recipient shall maintain time and expense records and provide them to the City upon request.

C. All invoices shall be paid by mailing a city check within sixty (60) days of receipt of a proper invoice.

D. If the services rendered do not meet the requirements of this Agreement, the Recipient shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

3. REPORT ON EXECUTION OF SERVICES

The Recipient shall submit a report on services provided with the final invoice, no later than January 20, 2017. This report should be no longer than two pages long, excluding budget detail, and should follow the outline below:

- Summarize the activities undertaken in providing the work described in Attachment A.
- Reference the project objectives specified in Attachment A. Were those objectives achieved? Why or why not? Were there any unexpected positive outcomes or challenges?
- Reference the specific measurable results specified in Attachment A. Were they achieved? If not, what challenges prevented the achievement of the anticipated results?
- Describe involvement of any partners specified in Attachment A, as well as any unexpected cooperative relationships that developed through implementation of the project.
- Reference the project budget specified in the Attachment A. Provide an analysis of actual expenses and income in relation to the projected budget.
- Complete a Joint Legislative Audit and Review Committee (JLARC) report as directed by the City that will provide a good faith best-estimate of actual attendance generated by the Proposal in the three categories below:
 - a. Travelers staying overnight in paid accommodations away from their place of residence or business;
 - b. Travelers staying overnight in unpaid accommodations (e.g., with friends and family) and traveling more than 50 miles;
 - c. Travelers for the day only and traveling more than 50 miles.
- Describe the methodologies used to arrive at the good faith estimate of actual attendance numbers described above.

4. INSPECTION AND AUDIT

The Recipient shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Recipient shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Recipient shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such

financial records, the Recipient shall provide the city with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

5. INDEPENDENT CONTRACTOR

A. The Recipient and the City understand and expressly agree that the Recipient is an independent contractor in the performance of each and every part of this Agreement. The Recipient expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Recipient, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Recipient shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

B. The Recipient shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Recipient shall pay the same before it becomes due.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Recipient performs hereunder.

D. The Recipient and any subcontractors shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

6. DISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Recipient agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

B. The Recipient shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 6 shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

7. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force until December 31, 2016, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Recipient pursuant to this Agreement shall be submitted to the City, and the Recipient shall be entitled to just and equitable compensation at the rate set forth in Section 2 for any satisfactory work completed prior to the date of termination.

8. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda and other documents developed under this Agreement whether finished or not shall become the property of the City, shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

9. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

10. HOLD HARMLESS AND INDEMNIFICATION

A. The Recipient agrees to protect, defend, indemnify, and hold harmless the City, its elected officials, officers, employees and agents from any and all claims, demands, losses, liens, liabilities, penalties, fines, lawsuits, and other proceedings and all judgments, awards, costs and expenses (including reasonable attorneys' fees and disbursements) caused by or occurring by reason of any negligent act, error and/or omission of the Recipient, its officers, employees, and/or agents, arising out of or in connection with the performance or non-performance of the services, duties, and obligations required of the Recipient under this Agreement.

B. In the event that the Recipient and the City are both negligent, then the Recipient's liability for indemnification of the City shall be limited to the contributory negligence for any resulting suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorneys' fees and disbursements) that can be apportioned to the Recipient, its officers, employees and agents.

C. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the immunity of the Recipient under Washington's Industrial Insurance Act, RCW Title 51, as respects the other parties only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the employees of the Recipient. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

D. The City's inspection or acceptance of any of the Recipient's work when completed shall not be grounds to void, nullify and/or invalidate any of these covenants of indemnification.

E. Nothing contained in this section of this Agreement shall be construed to create a liability or a right of indemnification in any third party.

F. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

11. INSURANCE

The Recipient shall maintain insurance as follows:

- Commercial General Liability as described in Attachment B.
- Directors and Officers Liability as described in Attachment B.
- Automobile Liability as described in Attachment B.
- None.

12. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Recipient to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Recipient as stated herein.

13. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

14. SEVERABILITY

A. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

15. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

16. NON-WAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any

IN WITNESS WHEREOF, the parties have executed this Agreement as of _____, 2016.

KIDS DISCOVERY MUSEUM

CITY OF BAINBRIDGE ISLAND

By Susie Burdick

By Douglas Schulze
Douglas Schulze, City Manager

Name Susie Burdick

Title Executive Director

Tax I.D. 30-0167480

ATTACHMENT A

**CITY OF BAINBRIDGE ISLAND
2016 LODGING/TOURISM FUND PROPOSAL
COVER SHEET**

Project Name:
Northwest Association of Youth Museums Annual Conference

Name of Applicant Organization:
Kids Discovery Museum

Applicant Organization IRS Chapter 501(c)(3) or 501(c)(6) status and Tax ID Number:
30-0167480

Date of Incorporation as a Washington State Corporation and UBI Number:
2005 602-253594

Primary Contact: Susie Burdick, Executive Director

Mailing Address:
301 Ravine Ave NE Bainbridge Island, WA 98110

Email(s): susie@kidimu.org

Day phone: 206-855-4650 Cell phone: 206-353-2081

Please indicate the type of project described in your proposal:

<input type="checkbox"/>	Project Type
<input checked="" type="checkbox"/>	Tourism marketing
<input checked="" type="checkbox"/>	Marketing and operations of special events and festivals designed to attract tourists
	Supporting the operations of a tourism-related facility owned or operated by a nonprofit organization*
	Supporting the operations and/or capital expenditures of a tourism-related facility owned or operated by a municipality or a public facilities district*

*If the proposal requests funds for a tourism-related facility, please indicate the legal owner of that facility:

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Applicant Information

Please respond to each of these questions in the order listed. If the proposal includes multiple partners, please include the requested information for each organization.

1. Describe the applicant organization's mission, history and areas of expertise. Describe the applicant's experience in tourism promotion on Bainbridge Island and its demonstrated ability to complete the proposed project.

Kids Discovery Museum is a draw for many NW residents and beyond. With over 30,000 visits a year, 57% of those are from off-island. By hosting this event, the Museum will engage other children's museums from across 3 states, Washington and Oregon.

Alternate question for event or facility funding:

Describe the event or facility proposed including its purpose, history, and budget. Include past attendance history if applicable, and estimate the number of tourists drawn to the event or facility/year. Please estimate total attendance and number of tourists estimated to attend for 2016. How has the activity been promoted in the past (if applicable) and what promotion is planned for 2016?

Every year, approximately 50 – 75 people attend the Northwest Association of Youth Museums (NWAYM) annual conference. Attendees include executive directors and museum professionals who run the 19 member museums throughout Washington and Oregon. All members have reciprocal agreements that their members can attend the other museums at a 2 for 1 price. The museums share information with members about other museums and often work together on promotional activities. At the 2014 conference, NWAYM members were thrilled about having Kids Discovery Museum host the 2016 conference. The most common comment was "We can turn it into a full weekend getaway!" Current members are:

OREGON

A.C. Gilbert Discovery Village, Salem
Children's Museum of Eastern Oregon, Pendleton
Hanley Farm, Central Point
Kid Time Discovery Experience, Medford
Portland Children's Museum, Portland
The Science Factory, Eugene
Umpqua Discovery Center, Reedsport

WASHINGTON

Children's Activity Museum, Ellensburg
Children's Museum of Skagit County, Burlington
Children's Museum of Tacoma
Children's Museum of Walla Walla, Burlington and Walla Walla
Children's Underground Yakima Valley Museum, Yakima
Hands-on Children's Museum, Olympia
Funhouse Discovery Center of Orcas Island, Eastsound

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Imagine Children's Museum, Everett
Kids' Discovery Museum, Bainbridge Island
KidsQuest Children's Museum, Bellevue
Mobius Kids, Spokane
Whatcom Children's Museum, Bellingham

- 2. If appropriate, please identify the project partner(s) and briefly describe the involvement of each. Please note that the maximum award of \$80,000 will apply to any single project, even if proposed by a team of partners.

Kids Discovery Museum will be partnering with Bainbridge Island Lodging Association (BILA) (see letter of support included) to show visitors the myriad of fine options available to them for their stay. We will also be partnering with the Bainbridge Island Museum of Art, Bainbridge Island Downtown Association (BIDA), and other local entities to show what a great getaway Bainbridge Island is.

- 3. If appropriate, please list each project and amount of funding awarded and utilized from the Lodging Tax (Civic Improvement) Fund within the last five years (2010-2015).

2015	\$5,000	Play and Stay 10 th Birthday Specials
2014	\$3,365	Free Day Passes for Lodging
2013	\$6,750	Expand Operating Hours
2010	\$15,000	Capital Campaign

- 4. If any projects previously funded through the Lodging Tax (Civic Improvement) Fund were not completed and/or if reports were not submitted to the City as requested, please explain:

n/a

Project Information

1. Describe the proposed project.

- A. Identify the Project's main objectives and how each will be achieved.

The main objectives for this project are:

- 1. To introduce museum professionals and community leaders from Washington and Oregon to Kids Discovery Museum and Bainbridge Island as a destination.

This will be achieved by hosting the 2016 NWAYM Conference on Bainbridge Island. It takes place in the off-season (Oct-Nov) and gives guests the opportunity to make a getaway of it. KiDiMu will be offering information on Island activities in addition to the conference to encourage people to make it an extended stay.

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2. To have the 19 member museums promote Bainbridge Island as a destination (NWAYM already has reciprocal agreements where members of each museum receive discounts at all the museums).

Kids Discovery Museum will work with BILA and BIDA to collect collateral about the Island that will be mailed to attendees in advance so they can plan their stay. The Museum will also distribute materials that attendees can take with them to share with their members.

3. Be as specific as possible about proposed services, if appropriate the quantities of materials for and measurable impacts on the tourism market, distribution method and costs.

The Museum will offer a three-day conference for the 19 member museums of NWYAM. Funding will be used to support the costs of that conference including logistics, meals, entertainment, visits to other Island organizations and a bus tour of the island. The conference will have several breakout sessions, guest speakers from Bainbridge, and presentations on sustainability and growth. Funds will also be used to produce conference packets for each attendee with specific information about staying on Bainbridge.

- B. If appropriate, provide details about the facility operating costs to be funded.

n/a

2. **Provide a brief narrative statement to address each of the stated selection criteria. Describe outcomes anticipated from each criterion, as well as the overall project.**

- A. Expected impact in increased tourism in 2016. Please provide specific estimates of how the project will impact the number of people traveling to Bainbridge Island from fifty miles or more one way from their place of residence, or travelling from another country or state outside of Washington State. If appropriate, compare/contrast this impact to actual or estimated number of tourists at your event/facility in 2014 and estimates for 2015.

Kids Discovery Museum is confident that the increase on tourism will be significant in 2016 and beyond. To begin with, the 50 – 75 people brought to the conference will clearly be staying on the island and enjoying local businesses and activities. KiDiMu intends to make this conference one that helps people fall in love with Bainbridge and want to return.

The ongoing benefit of this is that most of these museums have significant membership because most are located in large population areas. Kids Discovery Museum has over 600 members and is one of the smaller museums. Many have membership in the thousands. That means the potential multiplies as these museums share information about Bainbridge and KiDiMu for increased traffic and getting their members to see that Bainbridge Island is an exciting getaway full of arts, culture, great food, farms, and wonderful activities.

The confidence level in this area is high as reciprocal relationships and cross marketing is

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already in place.

- B. Expected impact on or increase in overnight stays on the island. Please include actual or estimated numbers of tourists who will stay overnight in paid accommodations in Bainbridge lodging establishments in 2016 as a result of proposed activities. Please include the basis for any estimates.

As this is a three-day conference, attendees will need accommodations for at least 2 nights. Rather than book a block of rooms on or off island, KiDiMu has met with BILA and will be supplying a variety of lodging opportunities to attendees. KiDiMu is interested in demonstrating the diversity of lodging options available to them, their families and their members.

Once the attendees have experienced Bainbridge Island, there is potential for expedient growth in overnight stays through attendee recommendations in other communities.

- C. Projected economic impact on Bainbridge Island businesses, facilities, events and amenities (helpful data may be found on the Washington State Department of Commerce website).

Since a goal of this conference is to show attendees the best of Bainbridge, attendees will be visiting several businesses, restaurants, other organizations, and venues.

- D. The project's potential to draw visitors to the Island and increase overnight stays during the off-season, i.e. Labor Day through Memorial Day.

The conference is always scheduled during the October – November timeframe as the easiest time for museum professionals to get away for the conference.

- E. The applicants' demonstrated history of organizational and project success.

For 10 years, Kids Discovery Museum has had strong success bringing people together for successful partnerships and projects. Known as a great collaborator, KiDiMu works with scores of Island organizations on behalf of our children and our community. The staff has significant experience in producing large-scale conferences (often for thousands) and has attended these conferences both to learn and have an eye on what makes them successful.

- F. Describe any partnerships with other organizations and businesses in the proposed project – including efforts to minimize duplication of services where appropriate and encourage cooperative marketing.

Kids Discovery Museum's project is to a specific target audience and their constituents so duplication of services is not an issue. The Museum intends to actively partner with BIDA, the Chamber, other arts and culture organizations, local businesses and other community groups to provide a rich experience that will highlight this amazing community and destinations.

- G. Describe the degree to which the project goals and/or results can be objectively assessed.

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These results can be easily accessed. First, by looking at the number of attendees who come to the conference. KiDiMu plans to sell this conference as a perfect getaway and learning environment for our guests.

The follow up impact will be assessed by how many future visitors come to KiDiMu as part of our reciprocal agreement. As guests show their membership card from other museums to receive their discounts, it is easy to tally those numbers through the course of regular business.

- H. Describe the degree to which the project will leverage award funds with additional matching funds or donated in-kind goods or services.

This project will leverage funding to solicit donations and in-kind goods and services. The impact of a successful regional conference will also increase the strength and reputation of Kids Discovery Museum and Bainbridge Island.

Supporting Documentation

1. Provide a project timeline that identifies major milestones.

Conference Dates will be set October 5, 2015 for three-days in October or November 2016.

Pre-planning conversations will begin with community entities January 2016.

Pre-conference marketing (both to attendees and Bainbridge Island) begins in June 2016.

Attendee evaluations will occur at the completion of the conference.

Report back to community partners will occur in December 2016.

Follow up reinforcement marketing with attendees will occur in January 2017.

2. Include a detailed budget for the proposed project itemizing expenses and income. Include the amount requested from the Lodging Tax Fund and identify other sources of funding anticipated or obtained, including matching funds, as well as any in-kind contributions necessary to complete the project.

Income	Amount	Notes
LTAC Funding	\$5,100	
Individual Donations	\$3,000	This is a project outside KiDiMu's normal fundraising cycle but specific donors will be solicited
In-Kind Donations	\$5,000	Speakers, gift bags, space, entertainment, etc.
Total Income	\$13,100	
Expenses	Amount	Notes
Conference	\$13,100	Includes all direct costs of

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		the conference including food, staff, logistics, advertising, marketing collateral, venues (attendees will pay for their own lodging)
Total Expenses	\$13,100	

3. If applicable, please describe the project's scalability. How would the project scope and budget be adjusted should the full amount of the LTAC funding request not be awarded? Please provide specifics. **If this information is not provided, the award committee will not consider alternative levels of funding.**

It would be very difficult to scale this project while staying true to the intent of getting people to experience this community. Without LTAC funding, KiDiMu does not have the resources to produce this conference.

1. Provide copies of your organization's 2014 income/expense summary and 2015 budget.
2. Provide an estimate of 2015 revenue and expenses.

Attached at end of application.

3. Letters of Partnership – Include letters from any partnering organizations committing to joint sponsorship of the application and specifying their intended activities.

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It would be very difficult to scale this project while staying true to the intent of getting people to experience this community. Without LTAC funding, KiDiMu does not have the resources to produce this conference.

4. Provide copies of your organization's 2014 income/expense summary and 2015 budget.

Kids Discovery Museum Profit and Loss January - December 2014

	<u>Total</u>
Income	
400 Contributions Income	230,251.56
423 Earned Income	150,597.54
Total Income	\$380,849.10
Cost of Goods Sold	2,871.06
Total Cost of Goods Sold	\$2,871.06
Gross Profit	\$377,978.04
Expenses	
500 Administrative Expenses	36,694.72
517 Exhibit Expenses	21,270.26
518 Facility Expenses	58,394.31
535 Gift Shop Retail Merchandise	10,506.88
536 Marketing/Fundraising Expenses	13,014.64
537 General Special Events	1,558.04
538 Annual Auction	19,921.50
539 Program Expenses	9,799.78
557 Wages	207,313.16
565 Payroll Taxes	18,813.56
Total Expenses	\$397,286.85
Net Operating Income	-\$19,308.81
Other Income	
573 Other Income	144.86
574 Cash Over/Short	108.35
Total Other Income	\$253.21
Other Expenses	
577 Other Expenses	0.00
Total Other Expenses	\$0.00
Net Other Income	\$253.21
Net Income	-\$19,055.60

Note: Shortfall covered by Kids Discovery Museum assets

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5. Provide an estimate of 2015 revenue and expenses.

Kids Discovery Museum Budget vs. Actuals: 2015 Budget - FY15 P&L January - December 2015

	Total		Proj Year End
	Actual	Budget	
Income			
400 Contributions Income	\$177,422	\$262,849	\$264,322
423 Earned Income	\$117,003	\$162,500	\$110,879
Total Income	\$294,425	\$425,349	\$375,201
Gross Profit	\$294,425	\$425,349	\$375,201
Expenses			
500 Administrative Expenses	\$24,047	\$35,992	\$29,379
517 Exhibit Expenses	\$1,202	\$5,001	\$1,952
518 Facility Expenses	\$43,898	\$64,674	\$59,154
535 Gift Shop Retail Merchandise	\$3,839	\$15,000	\$5,114
536 Marketing/Fundraising Expenses	\$14,155	\$10,000	\$13,240
537 General Special Events	\$3,696	\$10,000	\$3,696
538 Annual Auction	\$25,537	\$15,000	\$21,639
538-1 Donor Dinner Expenses	\$12		\$12
539 Program Expenses	\$9,616	\$15,000	\$9,950
555 WA State B&O Taxes	\$25		\$25
557 Wages	\$156,181	\$225,000	\$206,435
565 Payroll Taxes	\$17,110	\$22,000	\$22,779
Ask Deb	\$134		
Fraud Expense	\$0		
Late Fee	\$18		
VOIDED CHECK	\$0		
Total Expenses	\$299,472	\$417,666	\$373,467
Net Operating Income	-\$5,047	\$7,683	\$1,735
Other Income			
573 Other Income	\$1		
574 Cash Over/Short	\$65		
Total Other Income	\$66	\$0	
Net Other Income	\$66	\$0	
Net Income	-\$4,981	\$7,683	\$1,735

6. Letters of Partnership – Include letters from any partnering organizations committing to joint sponsorship of the application and specifying their intended activities.

LODGING/TOURISM FUND APPLICATION



September 25, 2015

About Us

The Bainbridge Island Lodging Association (BILA) is comprised of vacation rentals, guest houses, bed and breakfasts, boutique hotels, inns and cottages on Bainbridge Island, in Washington State. BILA is dedicated to bringing guests quality accommodation on our beautiful island in the Pacific Northwest.

2015 Member Lodgers

*Abode on the Sea
Artist's Studio
Bainbridge Island Beach Cottage
Bainbridge Island Beach House
Best Western PLUS
Bainbridge Island Suites
Crystal Springs Beach House
Fletcher Bay Landing
Guesthouse at Wacky Nut Farm
Equestrian Center
Heyday Farm
Holly Lane Gardens
Inn at Pleasant Beach
Inn at Vineyard Lane
Island Country Inn
Kellerman Creek
Madison Townhouses
Pierce Estate
Rising Moon Beach House
Rockaway Beach Retreat
Saxon Cottage
Seabold Cottage
Skiff Point Guest House & Retreat
The Eagle Harbor Inn
The Nest on Bainbridge Island*

2015 Board of Directors

*Eric Fredricks, President
Claes Hagstromer, Vice-President
Stella Ley, Treasurer*

To: Lodging Tax Advisory Committee (LTAC), City of Bainbridge Island
RE: Kids Discovery Museum's 2016 LTAC Proposal

Dear 2015 LTAC Members,

The Bainbridge Island Lodging Association (BILA) is pleased to support the Kids Discovery Museum's LTAC proposal for the 2016 cycle. Specifically, we are encouraged by their plan to host a regional conference of children's museums on Bainbridge Island next year. It is our hope that this gathering will result in several overnight guests for BILA's member lodgers. We are also excited about their participation in our expanded Community Partners Program (CPP), where guests of our lodgers receive coupons for discounted admission to the museum.

Although our members have not reported KiDiMu as a source of overnight guests, they have spoken fondly about their family-friendly activities, and the unique resource KiDiMu plays as the only children's museum in Kitsap County.

BILA looks forward to expanding our partnership with KiDiMu in the coming year, and encourages the Committee's support of their important mission.

Respectfully,

Eric Fredricks, President
Bainbridge Island Lodging Association

Bainbridge Island Lodging Association

P.O. Box 10895 Bainbridge Island, Washington 98110 | www.BainbridgeLodging.com

ATTACHMENT B

Insurance against claims for injuries to persons or damage to property arising out of or in connection with the performance of this Agreement by the Recipient, its officers, employees and agents:

A. Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

B. Directors and Officers Liability Insurance with limits no less than \$1,000,000.00 limit per occurrence.

C. Automobile Liability Insurance with limits no less than \$1,000,000.00 combined single limit per accident for bodily injury and property damage.

Before commencing work and services, the Recipient shall provide to the person identified in Section 17 of the Agreement a Certificate of Insurance evidencing the required insurance. City reserves the right to request and receive a certified copy of all required insurance policies.

Any payment of deductible or self-insured retention shall be the sole responsibility of the Recipient. City shall be named as an additional insured on the Commercial General Liability Insurance Policy, with regard to work and services performed by or on behalf of the Recipient, and a copy of the endorsement naming City as an additional insured shall be attached to the Certificate of Insurance.

The insurance policies (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to City; and (3) shall state that City will be given at least 30 days' prior written notice of any cancellation, suspension or material change in coverage.